

Notice to Client of Attorney Departure

[Date]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: [Matter]

Dear [Client]:

Effective [date of withdrawal], [Departing Attorney] will be withdrawing from the law firm of [Former Firm]. Effective that same day [date], [Departing Attorney] will begin practicing law with [New Firm], located at [address]; [phone number]; [email address].

We have appreciated the opportunity to serve you in the past. During the transition period, [Attorney Name] will handle your ongoing legal work without any interruption of service.

You have the right to select the attorneys who will represent you in the future. You may choose [Former Firm]; [New Firm], or you may request that your file be delivered to another law firm. If you wish, you may use the attached form to designate your choice of attorneys. In the event you choose another firm, we will cooperate in the smooth transition of your files.

Should you have any questions related to these matters, please contact us for further information.

Sincerely,

[Former Firm]

By \_\_\_\_\_

[New Firm]

By \_\_\_\_\_