

LETTER FROM FIRM AND DEPARTING ATTORNEY

RE: [Name of Case]

Dear [Name]:

[Departing Attorney] is leaving our firm as of [date]. [Departing Attorney] can take your file with [him/her] and continue to represent you in this matter, or a member of our firm, [Name], is available to handle your case if you wish [him/her] to do so.

If you would like [Departing Attorney] to continue handling your case, please sign the first authorization at the end of this letter and return it to this office. If you would like your file to remain with the firm, please sign the second authorization at the end of this letter and return it to this office.

Because time deadlines may be involved in your case, it is imperative that you act immediately. Please provide authorization either for [Departing Attorney] to take your file or for us to retain your file no later than [date].

We want to make this transition as simple and easy as possible. Please feel free to contact [Departing Attorney] or me with your questions.

Sincerely,

[Departing Attorney and Managing Partner]

I want [Departing Attorney] to continue handling my case.

[Client]

[Date]

I want my file to remain with the firm.

[Client]

[Date]