

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Internal Realignment - [Case Number/Matter Name]

Dear [Client Name],

We are writing to inform you of a strategic realignment within our Immigration Law Department designed to enhance the management of your legal matters and ensure the highest quality of service.

Effective [Date], the primary responsibility for your case will transition to a specialized team focused on [Specific Practice Area, e.g., Employment-Based Visas / Family Petitions]. This realignment allows us to leverage specific expertise to better navigate the evolving complexities of immigration law.

Your New Point of Contact:

Name: [Attorney/Case Manager Name]

Title: [Title]

Email: [Email Address]

Phone: [Phone Number]

Please be assured that this transition will not impact the timeline of your pending applications or the legal strategy currently in place. Your case files and all sensitive documentation have already been securely transferred within our internal systems. [Previous Attorney Name] will work closely with the new team during this period to ensure a seamless handover.

We remain committed to achieving a successful outcome for your immigration goals. If you have any questions regarding this change or wish to schedule a brief introductory call with your new point of contact, please reach out to us at your convenience.

Thank you for your continued trust in our firm.

Sincerely,

[Your Name]

[Your Title]

[Firm Name]