

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Transfer of Case Files - [Case Name/Reference Number]

Dear [Client Name],

Following our recent withdrawal from representing you in the matter referenced above, we have prepared your complete client file for transfer. As previously discussed, you have requested that these files be sent to [Name of New Counsel/Your Personal Address].

Enclosed with this letter, please find the following documents:

- Original legal pleadings and court filings
- Correspondence with opposing counsel and third parties
- Evidence and discovery documents provided by you
- [List any other specific categories of documents]

Please note that we have retained a copy of these files for our internal records in accordance with our firm's document retention policy. The delivery of these materials concludes our obligations regarding the physical maintenance of your file.

We recommend that you or your new legal counsel review these documents immediately to ensure all upcoming deadlines and court dates are met. We are available to coordinate with your new representative to ensure a smooth transition of the pending matters.

Please sign and return the enclosed "Acknowledgment of Receipt" form to confirm that you have received these files in full.

Thank you for the opportunity to have served you. We wish you the best in the resolution of this matter.

Sincerely,

[Your Name/Signature]

[Law Firm Name]

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### **Acknowledgment of Receipt**

I, [Client Name], hereby acknowledge that I have received the complete case file regarding [Case Name/Reference Number] from [Law Firm Name] on this date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_