

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Partnership Change and Transition of Legal Matters

Dear [Client Name],

We are writing to formally announce a significant change at [Current Law Firm Name]. Effective [Date], [Departing Partner Name] will be [leaving the firm / joining Name of New Firm / retiring].

To ensure the continued success of your legal matters, [Firm Name] has developed a transition plan. Your files and ongoing cases will now be handled by [New Lead Attorney Name], who specializes in [Practice Area]. [New Lead Attorney Name] is already familiar with your history and is prepared to provide the high level of service you expect.

Your Options Regarding Representation:

- **Remain with [Current Law Firm Name]:** You do not need to take any action. Your files will remain secure, and [New Lead Attorney Name] will contact you shortly to introduce themselves.
- **Follow [Departing Partner Name]:** If you wish to have your files transferred to [Departing Partner's New Firm], please provide us with written authorization by [Date].
- **Seek Independent Counsel:** You have the right to select any attorney of your choosing. If you choose this option, please notify us so we may facilitate the transfer of your file.

Our primary goal is to ensure there is no disruption to your legal services during this period. All active deadlines and court dates are being monitored closely.

If you have any questions regarding this transition or would like to schedule a meeting with your new point of contact, please call us at [Phone Number] or email [Email Address].

We value your trust and look forward to our continued professional relationship.

Sincerely,

[Your Name/Managing Partner Name]

[Law Firm Name]