

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Update Regarding Legal Representation - [Case Name/Matter Number]

Dear [Client Name],

We are writing to inform you of a change regarding the legal team assigned to your matter. Effective [Date], [Name of Outgoing Staff] will no longer be handling your file.

Moving forward, [Name of New Staff/Attorney] has been assigned to lead your case. They bring extensive experience in [Practice Area] and are already familiarizing themselves with your file to ensure a seamless transition. [He/She/They] will be supported by [Name of Support Staff, if applicable].

Our firm remains fully committed to your case, and this internal change will not affect the progress of your legal proceedings or our fee structure. All files and pertinent information have been transferred to the new team members.

You can reach your new point of contact at:

- Name: [Name]
- Direct Phone: [Phone Number]
- Email: [Email Address]

If you have any questions regarding this transition or would like to schedule a brief introductory call with your new representative, please do not hesitate to contact us.

Thank you for your continued trust in our firm.

Sincerely,

[Your Name/Firm Partner Name]

[Firm Name]