

[Current Date]

[Outgoing Attorney Name]

[Outgoing Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Notice of Substitution of Counsel and Request for File Transfer

Client Name: [Client Full Name]

Matter/Case Number: [Case Number]

Matter Description: [Description of Legal Matter]

Dear [Outgoing Attorney Name],

Please be advised that I have formally retained [Incoming Attorney Name] of [Incoming Law Firm Name] to represent me in the above-referenced matter, effective immediately. This letter serves as your formal notification to cease all work on my behalf.

I hereby request that you deliver my complete client file, including but not limited to all pleadings, correspondence, discovery materials, medical records, research memos, and digital evidence, to my new counsel at the following address:

[Incoming Attorney Name]

[Incoming Law Firm Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Additionally, please provide a comprehensive status report detailing all upcoming deadlines, court appearances, and pending motions. If there are any outstanding balances for costs or earned fees, please provide a final itemized invoice immediately.

Please execute the enclosed "Substitution of Attorney" form and return it to my new counsel so that it may be filed with the court promptly.

Thank you for your previous assistance with this matter.

Sincerely,

[Signature]

[Client Printed Name]

cc: [Incoming Attorney Name]