

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

We are writing to inform you that [Departing Attorney Name], who has been primary counsel on your case, will be leaving [Law Firm Name] effective [Date]. We wish [Departing Attorney Name] the best in their future endeavors.

Please be assured that this transition will not interrupt the progress of your legal matter. Your case has been reassigned to [New Attorney Name], who is a [Title/Partner/Associate] at our firm. [New Attorney Name] has already reviewed your file and is fully prepared to continue the representation.

Moving forward, please direct all communications to:

[New Attorney Name]

[Email Address]

[Direct Phone Number]

If you have any questions regarding this transition or the current status of your case, we would be happy to schedule a brief call or meeting to introduce you to [New Attorney Name].

Thank you for your continued trust in [Law Firm Name].

Sincerely,

[Firm Representative Name]

[Title]

[Law Firm Name]