

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Senior Counsel Reassignment and Case Strategy Update

Matter: [Case Name/Matter Number]

Dear [Client Name],

I am writing to formally notify you of a change in the legal team representing you in the above-referenced matter. Effective [Date], [New Senior Counsel Name] will be taking over as lead Senior Counsel for your case, succeeding [Former Counsel Name].

[New Senior Counsel Name] brings extensive experience in [Practice Area] and has already conducted a comprehensive review of your file to ensure a seamless transition. Our goal remains the successful resolution of this matter with minimal disruption to the established timeline.

Strategy Update:

Following a strategic review of recent developments, we have updated our approach as follows:

- **Current Status:** [Brief description of current phase, e.g., Discovery, Mediation, Pre-trial].
- **Key Objectives:** [List 2-3 primary goals for the next 90 days].
- **Revised Tactics:** [Briefly mention any shifts in legal theory or procedural moves].

Next Steps:

We have scheduled [Action Item, e.g., a deposition or filing] for [Date]. We would like to schedule a brief conference call on [Date/Time] to introduce you to [New Senior Counsel Name] and discuss these strategic updates in further detail.

Please feel free to reach out to [New Senior Counsel Name] directly at [Phone Number] or [Email Address] if you have any immediate questions.

We appreciate your continued trust in our firm.

Sincerely,

[Your Name/Firm Partner Name]

[Firm Name]