

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Matter Reassignment and Status Update - [Case/Matter Name and Number]

Dear [Client Name],

We are writing to inform you that your legal matter has been reassigned to a new Associate Attorney within our firm. Effective [Date], [New Attorney Name] will be your primary point of contact for this case.

[Former Attorney Name] is no longer handling this file due to [Reason, e.g., departure from the firm/internal restructuring]. Please be assured that our team has conducted a comprehensive transition meeting to ensure that [New Attorney Name] is fully informed of all details, history, and upcoming deadlines regarding your matter.

Current Status Update:

[Provide a brief summary of current progress, e.g., "We have recently completed the discovery phase and are currently preparing for the upcoming mediation scheduled on (Date)."]

Next Steps:

- [Next Step 1]
- [Next Step 2]

Should you have any questions or wish to schedule a brief introductory call with [New Attorney Name], please feel free to reach out via email at [Email Address] or by phone at [Phone Number].

We value your business and look forward to continuing our work on your behalf.

Sincerely,

[Partner Name or Firm Name]

[Law Firm Title]