

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Firm-Wide Case Transfer and Administrative Updates

Dear [Client Name],

We are writing to formally notify you of internal administrative changes at [Law Firm Name] regarding the management of your legal matters. As part of our commitment to improving efficiency and service quality, your file is being transferred to a new internal team.

Case Transfer Information:

Effective [Date], your case ([Case Number/Matter Description]) will be handled by [New Lead Attorney/Team Name]. While the primary point of contact is changing, please be assured that this transition will not interrupt the progress of your legal proceedings. Our teams have conducted a full briefing to ensure all case history and strategies remain consistent.

Administrative Updates:

Please take note of the following updates to our administrative procedures:

- **Communication:** All future correspondence should be directed to [New Contact Email] or [Phone Number].
- **Billing:** [Describe any changes to billing portals, payment addresses, or invoicing schedules].
- **Office Location:** [If applicable, mention any change in physical office location or mailing address].

Our goal is to ensure this transition is seamless. If you have any questions regarding these changes or would like to schedule a brief call with your new lead counsel, please contact us at [Phone Number].

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

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Law Firm Name]