

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Withdrawal and Transfer of File - [Case Name/Matter Number]

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] will be withdrawing from representing you in the above-referenced matter, effective [Date].

In accordance with your instructions, we have arranged for the transfer of your complete client file to your new legal counsel:

[New Attorney Name]

[New Law Firm Name]

[Address]

[Phone Number]

The following items are included in the file transfer:

- Original pleadings and court filings
- Correspondence and communications
- Evidence and discovery documents
- [List other specific documents if applicable]

We have retained a copy of your file for our internal records in accordance with our document retention policy. Any outstanding balances for fees or expenses incurred up to the date of withdrawal are detailed in the attached final invoice.

Please acknowledge receipt of this notice and confirm that you have no objections to the transfer of these records.

Sincerely,

[Your Signature]

[Your Printed Name]

[Law Firm Name]