

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Retirement and Termination of Representation

Matter: [Case Name or File Number]

Dear [Client Name],

I am writing to inform you that I will be retiring from the practice of law, effective [Date of Retirement]. Consequently, I will be closing my law firm and will no longer be able to represent you in your legal matters after that date.

Regarding your active case, [Case Name/Description], there are upcoming deadlines you should be aware of: [List Dates or "None"]. To ensure your interests are protected, you will need to retain new legal counsel as soon as possible.

To assist with this transition, you have the following options:

- **Transfer to Successor:** I have arranged for [Successor Attorney Name] at [Law Firm Name] to take over my active files, subject to your approval. You can reach them at [Phone Number/Email].
- **Hire New Counsel:** You may choose any other attorney of your choice. If you select a new firm, please provide me with a written authorization to transfer your file to them.
- **Pick Up Your File:** You may request your original file to be returned to you. Please let my office know by [Date] if you wish to collect your documents.

I will keep your closed file in storage for [Number] years, after which it will be destroyed in accordance with privacy regulations.

Please sign the enclosed "Authorization for Transfer of File" and return it to my office by [Date] so that I may facilitate the transfer of your materials and any remaining funds in your trust account.

It has been a pleasure serving as your attorney. I wish you the very best in the resolution of your legal matter.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Law Firm Name]