

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Retirement and Formal Closing of Files

Dear [Client Name],

I am writing to formally notify you that I will be retiring from the practice of law, effective [Date of Retirement].

As you are aware, my legal representation regarding [Name of Former Matter/Case] concluded on [Date of Conclusion]. Since that time, your file has been maintained in my firm's closed archives. In preparation for my retirement, I am now officially closing my office and finalizing all records.

Regarding your legal files:

- I will continue to store your closed file for a period of [Number] years, after which it will be destroyed in accordance with my firm's document retention policy.
- If you wish to obtain your original file or any specific documents, please contact my office at [Phone Number/Email] by [Deadline Date] to arrange for pickup or delivery.
- If no request is made by that date, the file will remain in storage until the scheduled destruction date.

If you require legal assistance in the future, you may contact the [State/Local] Bar Association's Lawyer Referral Service or [Alternative Law Firm Name/Contact]. Please note that I will no longer be available to provide legal advice or represent your interests after [Date of Retirement].

It has been a pleasure serving as your attorney. Thank you for the trust you placed in me over the years. I wish you the very best in your future endeavors.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Firm Name]