

[Your Name]
[Your Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Date]

[Opposing Counsel Name]
[Opposing Counsel Law Firm]
[Opposing Counsel Address]
[City, State, Zip Code]

RE: [Case Name / Matter Name]
Court/Case Number: [Case Number]

Dear [Opposing Counsel Last Name],

Please be advised that I will be retiring from the practice of law effective [Date of Retirement]. Consequently, I will be withdrawing as counsel of record for [Client Name] in the above-referenced matter.

Effective [Date], [Successor Attorney Name] of [Successor Law Firm] will be assuming responsibility for this case. Please direct all future correspondence, pleadings, and discovery to:

[Successor Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

A formal Notice of Substitution of Counsel will be filed with the court and served upon your office shortly. I am working closely with [Successor Attorney Name] to ensure a seamless transition of the file and to avoid any unnecessary delays in the pending litigation.

I have enjoyed our professional interactions over the years and wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]