

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Retirement and Closure of Law Practice

Dear [Client Name],

I am writing to formally notify you that I will be retiring from the practice of law, effective [Date of Retirement]. Consequently, I will be closing my law office on that date.

Our professional relationship regarding [Case Name or Matter Description] will conclude as of [Final Date of Service]. I am committed to ensuring a smooth transition of your file during this period.

Regarding your legal matter, you have the following options:

1. You may pick up your original file from my office by [Date]. Please call [Phone Number] to schedule a time.
2. You may request that I transfer your file to another attorney of your choosing. If you select this option, please provide a written authorization including the new attorney's contact information.
3. If I do not hear from you by [Date], your file will be placed in secure storage and destroyed after [Number] years in accordance with our state bar's retention policy.

Please note that there are upcoming deadlines or pending actions in your case, specifically: [List deadlines or "None"]. It is imperative that you retain new counsel as soon as possible to protect your legal interests.

Final billing for services rendered through [Date] is enclosed. [Mention any refund of unearned retainers if applicable].

It has been a privilege to serve as your attorney. Thank you for the trust you placed in me over the years.

Sincerely,

[Attorney Signature]

[Attorney Name]