

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

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Notice of Retirement and Termination of Legal Services - [Case Name/Matter Number]

Dear [Client Name],

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

Our attorney-client relationship for [Matter Name] will officially terminate on [Date of Termination].

Regarding your account, my records indicate that there is an unused portion of your retainer remaining in my client trust account. Enclosed with this letter, please find a check in the amount of \$[Amount] representing the full refund of your unearned fees.

I have also enclosed your original file and all related documents. I recommend that you retain these records for your files. If you choose to hire new counsel, you may provide these documents to them directly to ensure a smooth transition of your case.

Please note the following upcoming deadlines or required actions regarding your case: [List specific dates or "None"]. It is important that you secure new legal representation promptly to ensure your interests remain protected.

It has been a pleasure serving as your attorney. I wish you the best in your future endeavors.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]