

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Retirement and Termination of Legal Representation

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 practice and must withdraw from representing you in your estate planning and trust matters as of that date.

It has been a privilege to serve as your attorney. To ensure your interests remain protected, I recommend that you retain new legal counsel as soon as possible to manage your existing estate documents and any future planning needs.

Regarding your original legal documents and files:

- [Option 1: Our firm will continue to hold your original documents at [Location/Successor Firm].]
- [Option 2: We have enclosed your original documents with this letter.]
- [Option 3: Please contact our office by [Date] to arrange for the collection of your physical file.]

If you choose to hire a new attorney, please provide us with a written authorization, and we will transfer a copy of your file to them promptly.

After [Date of Retirement], any remaining closed files will be stored for [Number] years, after which they will be destroyed in accordance with our document retention policy and professional ethics rules.

Thank you for the trust you have placed in me over the years. I wish you the very best.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Law Firm Name]