

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Retirement and Transfer of File - [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]. As a result, I will be closing my law practice and will no longer be able to represent you in your legal matters.

To ensure your interests are protected, I have reached an agreement with [Successor Attorney Name] of [Successor Law Firm Name] to assume my practice. [Successor Attorney Name] is a highly qualified attorney who is familiar with the status of your case and is prepared to provide you with continued legal representation.

Regarding your legal file, you have the following options:

- **Consent to Transfer:** You may choose to have your file transferred directly to [Successor Attorney Name]. This will ensure a seamless transition of your matter.
- **Select New Counsel:** You have the right to hire any attorney of your choosing. If you select a different attorney, please provide their contact information so I may transfer your file to them.
- **Retrieve Your File:** You may choose to pick up your original file from my office to handle the matter yourself or store it for your records.

Please sign and return the enclosed "Authorization to Transfer File" form by [Deadline Date] to indicate your preference. If I do not hear from you by that date, your file will be transferred to [Successor Attorney Name] to prevent any lapse in your legal deadlines.

It has been a privilege serving as your attorney. I am confident that [Successor Attorney Name] will provide you with excellent service moving forward.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Law Firm Name]

Enclosure: Authorization to Transfer File