

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Law Firm Dissolution and Disengagement - [Case Name/Matter Number]

Dear [Client Name],

We are writing to formally inform you that [Law Firm Name] will be dissolving and ceasing the practice of law, effective [Date of Dissolution]. As a result, our firm will no longer be able to represent you in your ongoing litigation matter, [Case Name].

Because your legal matter is currently in active litigation, it is critical that you secure new legal counsel immediately to protect your rights and meet all court-ordered deadlines. Failure to obtain new representation could result in the dismissal of your case or other adverse legal consequences.

You have the following options regarding your legal file:

1. **Transition to a Successor Attorney:** If you have already selected a new attorney, please provide us with a signed authorization. We will transfer your complete file to them immediately.
2. **Request Your File:** You may request a copy of your original file to be delivered to you directly.
3. **Retain Former Firm Members:** [Optional: Insert names of specific attorneys] will be joining the firm of [New Firm Name]. If you wish to follow them, please sign the attached transfer consent form.

Please notify us of your decision by [Deadline Date]. If we do not hear from you by this date, we will [State default action, e.g., hold your file for pickup or mail it to your last known address].

Regarding your current trust account balance: Our records show a remaining balance of \$[Amount]. These funds will be [refunded to you / transferred to your new counsel] upon final accounting.

We will cooperate fully with your new counsel to ensure a smooth transition of your case. We thank you for the opportunity to have served you.

Sincerely,

[Partner Name]

[Law Firm Name]