

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Law Firm Dissolution and Transition of Legal Representation

Dear [Client Name],

We are writing to inform you that the law firm of [Firm Name] will be dissolving effective [Date of Dissolution]. As a result of this transition, the partners, [Partner A Name] and [Partner B Name], will no longer be practicing law together as a single entity.

Regarding your current matter, [Case Name/Matter Number], you have the right to choose which attorney will continue to represent you, or you may choose to hire a new firm entirely. Please consider the following options:

- **Option 1:** Continue your representation with [Partner A Name] at their new firm, [New Firm Name A].
- **Option 2:** Continue your representation with [Partner B Name] at their new firm, [New Firm Name B].
- **Option 3:** Retain a new attorney or law firm of your choosing.

Please notify us of your decision by [Deadline Date] by signing and returning the enclosed "Authorization for Transfer of Client File" form. This will allow us to transfer your physical and electronic files to the appropriate office to ensure no interruption in your legal services.

If you choose to retain a new firm, we will coordinate the transfer of your file once we receive written authorization from you and a request from your new counsel. If we do not hear from you by [Deadline Date], your file will be handled according to [State Bar Association] retention requirements.

Any funds currently held in our trust account on your behalf will be distributed or transferred according to your written instructions and in compliance with ethical obligations.

We value the relationship we have had with you and thank you for allowing us to serve your legal needs. If you have any questions regarding this transition, please contact [Contact Person Name] at [Phone Number].

Sincerely,

[Partner A Name]

[Partner B Name]

[Firm Name]