

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Dissolution, Disengagement, and Consent to Transfer Case File

Dear [Client Name],

This letter is to formally notify you that [Law Firm Name] will be dissolving its legal practice effective [Date]. Consequently, our attorney-client relationship regarding [Case Name/Matter Number] will terminate on that date.

To ensure your legal interests remain protected, we have arranged for [New Law Firm/Attorney Name] to take over the handling of your file, subject to your formal consent. They are familiar with the general nature of your case and are prepared to provide continued representation.

Your Options:

- **Option 1: Consent to Transfer.** By signing below, you authorize us to transfer your entire physical and electronic file to [New Law Firm/Attorney Name].
- **Option 2: Independent Counsel.** You have the right to select any attorney of your choosing. If you choose a different firm, please provide their contact information immediately so we may coordinate the file transfer.
- **Option 3: Retrieve File.** You may choose to pick up your original file directly from our office.

Please note that there are pending deadlines in your case, specifically [List Deadlines, e.g., a hearing on Date]. It is imperative that you decide on successor counsel quickly to avoid prejudice to your case.

Final billing statements are enclosed. Any unused portion of your retainer held in our trust account will be [refunded to you / transferred to your new counsel] upon your direction.

Please sign and return the enclosed "Consent to Transfer" form by [Date].

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

CONSENT TO TRANSFER AND DISENGAGEMENT ACKNOWLEDGMENT

I, [Client Name], acknowledge receipt of the notice of dissolution. I hereby authorize [Law Firm Name] to transfer my case file and any remaining trust funds to:

☐ **[New Law Firm/Attorney Name]**

☐ **Other:** _____

Signature: _____

Date: _____