

[Date]

[Contact Name]

[Corporate Client Name]

[Address Line 1]

[Address Line 2]

RE: Notice of Dissolution and Termination of Legal Services

Dear [Contact Name],

We are writing to formally notify you that [Law Firm Name] will be dissolving and ceasing all legal operations effective [Date of Dissolution]. As a result, the firm will no longer be able to represent [Corporate Client Name] in its legal matters after this date.

Regarding your current active matter(s), [List Matter Name/Case Number], we recommend that you secure new legal counsel as soon as possible to ensure that your interests remain protected. To assist with this transition, we can provide the following options:

- **Transfer to Successor Firm:** [Name of Partner/Attorney] will be moving to [New Firm Name]. If you wish to follow them, please sign the enclosed transfer authorization.
- **Transfer to New Counsel:** If you choose to hire an unrelated firm, please provide us with written instructions on where to deliver your client files.
- **File Retrieval:** You may also choose to take possession of your original files directly.

Please be advised that there are upcoming deadlines regarding your case on [Insert Specific Dates if applicable]. It is imperative that new counsel is retained before these dates to avoid any prejudice to your legal position.

Final billing statements for services rendered through [Date] will be sent to you by [Date]. Any unearned retainers currently held in our trust account will be returned to you or transferred to your new counsel upon your written direction.

We thank you for the opportunity to have served [Corporate Client Name] and wish the company continued success.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Managing Partner]

[Law Firm Name]