

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Law Firm Dissolution and Termination of Engagement

Dear [Client Name],

Please be advised that [Law Firm Name] will be dissolving and ceasing all legal operations effective [Date]. As a result, our firm will no longer be able to represent you in [Case Name/Matter Description].

Our records indicate that you have an unused balance in your client trust account. Enclosed with this letter, please find a check in the amount of \$[Amount], representing a full refund of your remaining retainer balance.

Your client file is available for pick up at our office until [Date]. After that date, files will be [stored/destroyed] in accordance with local bar association guidelines. If you wish to have your file transferred to a new attorney, please provide us with a written authorization and the contact information for your new counsel.

We recommend that you secure new legal representation immediately to ensure that your interests are protected and that no deadlines are missed.

We have appreciated the opportunity to serve you. If you have any questions regarding this refund or your file, please contact [Name] at [Phone Number] before [Final Closing Date].

Sincerely,

[Attorney Name]

[Law Firm Name]

Enclosure: Refund Check #[Check Number]