

[Date]

[Client Name]

[Last Known Address]

[City, State, Zip Code]

RE: NOTICE OF LAW FIRM DISSOLUTION AND TERMINATION OF
REPRESENTATION

Matter: [Case Name or Description]

File No: [File Number]

Dear [Client Name],

We are writing to formally notify you that [Law Firm Name] will be dissolving and ceasing all legal operations effective [Date].

We have attempted to contact you on several occasions via [phone/email/mail] on [Dates of attempts] to discuss the status of your legal matter and the transition of your file. However, we have been unable to reach you.

Please be advised that as of [Date], our attorney-client relationship is terminated. We can no longer represent your interests or take any further action on your behalf regarding [Matter Description].

Your legal matter may be subject to important deadlines or statutes of limitations. Failure to take immediate action could result in the loss of your legal rights. We strongly recommend that you retain new legal counsel immediately.

Your original file is currently held at our office. Please contact us at [Phone Number/Email] by [Date] to arrange for the collection of your file or to provide instructions on where it should be transferred. If we do not hear from you by [Date], your file will be handled in accordance with our document retention policy and local bar association guidelines.

Any unearned retainers or funds held in our trust account for your matter, totaling \$[Amount], will be [mailed via check to your last known address / handled according to state unclaimed property laws] if we do not receive instructions from you.

Sincerely,

[Your Signature]

[Your Name]

[Title/Partner]

[Closing Contact Information]