

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Law Firm Dissolution and Termination of Representation

Dear [Client Name],

Please be advised that [Law Firm Name] is currently undergoing a formal dissolution due to bankruptcy proceedings filed on [Date] in the [Court Name, Case Number]. As a result of this dissolution, the firm will cease all legal operations effective [Final Date of Operation].

Regrettably, this means that [Law Firm Name] must formalize our disengagement and will no longer be able to represent you in [Case Name/Matter Description] or any other legal matters effective [Effective Date].

Regarding your file and ongoing legal needs:

- **Pending Deadlines:** Your matter has an upcoming deadline/hearing on [Date]. It is imperative that you retain new legal counsel immediately to protect your interests.
- **File Transfer:** You have the right to your client file. Please provide written instructions on whether you would like to pick up your file, have it mailed to you, or transferred to new counsel.
- **Unused Funds:** Any unearned retainers or client funds held in our trust account are being processed according to the requirements of the bankruptcy court and state bar regulations. You will receive a separate accounting regarding these funds.

We recommend that you secure new legal representation as soon as possible to ensure there is no lapse in your legal advocacy. If you need assistance finding a new attorney, you may contact the [State/Local] Bar Association Referral Service at [Phone Number].

We thank you for the opportunity to have served you and regret any inconvenience this dissolution may cause.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title, e.g., Managing Partner or Receiver]