

[Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

RE: FINAL NOTICE - DISSOLUTION OF FIRM AND DISENGAGEMENT

Dear [Client Name],

This letter serves as formal and final notice that [Law Firm Name] will be dissolving and ceasing all legal operations effective [Final Date of Operation].

Consequently, our attorney-client relationship regarding [Description of Matter/Case Number] will terminate on that date. We will no longer represent your interests or perform work on your behalf after [Final Date of Operation].

Your Action Items:

- **New Counsel:** You must retain new legal counsel immediately to ensure your interests are protected, particularly regarding upcoming deadlines: [List Important Deadlines or "None"].
- **File Retrieval:** Your original client file is available for pickup at our office until [Date]. After this date, files will be [Stored/Destroyed/Transferred] in accordance with state bar regulations.
- **Transfer Authorization:** If you wish for us to transfer your file directly to a new attorney, please sign and return the enclosed "Authorization to Transfer Records" form by [Date].

Final Accounting:

Enclosed is your final statement of account. Any remaining balance in our trust account for your matter, totaling \$[Amount], is [Enclosed as a Check / Being Refunded separately]. If there is an outstanding balance owed to the firm, please remit payment by [Date].

We thank you for the opportunity to have represented you. If you or your new counsel have questions before our closing date, please contact [Contact Person Name] at [Phone Number] or [Email].

Sincerely,

[Partner Name]
[Law Firm Name]