

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Firm Merger and Dissolution of [Current Firm Name]

Dear [Client Name],

We are writing to inform you that effective [Date], [Current Firm Name] will undergo a significant structural change. The partners of the firm have decided to dissolve the existing entity to facilitate a merger with [New Firm Name].

As a result of this transition, [Current Firm Name] will formally cease its current operations on [Date]. This letter serves as formal notice that our attorney-client relationship regarding [Specific Matter/All Current Matters] will conclude with [Current Firm Name] on that date.

Regarding the future of your legal representation, you have the following options:

1. **Continue with the New Merged Firm:** If you wish to have your files transferred to [New Firm Name], please sign the enclosed "Consent to Transfer" form. This will ensure a seamless transition of your legal matters.
2. **Seek New Counsel:** You have the right to select any attorney of your choosing. If you prefer to move your files to a different firm, please provide us with written authorization and the contact information for your new counsel.
3. **Retrieve Your Files:** You may choose to take possession of your original file. Please notify us by [Date] if you wish to arrange for the collection of your documents.

Please note that [Current Firm Name] will retain a copy of your files in accordance with our document retention policy and state bar requirements. If we do not hear from you by [Date], your file will be [Describe Default Action, e.g., placed in secure storage/transferred to New Firm Name subject to conflict checks].

Any unearned retainers currently held in our trust account will be [Refunded to you / Transferred to the new firm] upon your written instruction.

It has been a privilege to represent you. We thank you for your trust and look forward to hearing how you wish to proceed.

Sincerely,

[Signature]

[Name of Partner/Attorney]

[Current Firm Name]