

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Law Firm Closure and Transfer of File

Dear [Client Name],

This letter is to formally notify you that [Law Firm Name] will be closing permanently effective [Closing Date]. As a result, we will no longer be able to represent you in your legal matter regarding [Case Name/Matter Description].

To ensure your interests are protected, we have arranged for [New Law Firm/Counsel Name] to take over the handling of your file, subject to your approval. [New Counsel Name] is well-versed in your case and is prepared to continue your representation without interruption.

Your Options:

- **Consent to Transfer:** If you wish to have your file transferred to [New Law Firm Name], please sign the enclosed "Consent to Transfer" form and return it to us by [Deadline Date].
- **Selection of New Counsel:** You have the right to select any attorney of your choosing. If you prefer to hire a different firm, please provide us with written instructions and a signed release so we may deliver your file to them.
- **Pick Up Your File:** You may choose to pick up your original client file from our office. Please contact us to schedule a time before [Closing Date].

If we do not hear from you by [Deadline Date], we will [Action, e.g., forward your file to New Law Firm / store your file at a secure location] to ensure deadlines are not missed.

Please note that our attorney-client relationship will formally terminate on [Closing Date]. We have enjoyed serving you and wish you the best in the resolution of this matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]