

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Practice Area Realignment and Transfer of Counsel

Dear [Client Name],

We are writing to inform you of upcoming changes at [Law Firm Name]. As part of a strategic realignment of our firm's practice areas, we will no longer be providing legal services in the area of [Specific Practice Area, e.g., Family Law/Personal Injury].

As a result, our firm will conclude its legal representation of you in the matter of [Matter Name/Case Number] effective [Date].

To ensure your interests are protected, we have arranged for the potential transfer of your file to [New Attorney/Firm Name], who specializes in this practice area. They are prepared to assume representation should you choose to engage them. Their contact information is as follows:

[New Attorney Name]

[New Law Firm Name]

[Address]

[Phone Number]

[Email Address]

Please note that you are under no obligation to use this firm and are free to select any legal counsel of your choosing. Please notify us by [Deadline Date] regarding your preference for handling your file. We can either:

- Transfer your digital and physical files to [New Attorney/Firm Name].
- Provide your files directly to you.
- Transfer your files to another attorney of your choosing.

Regarding any remaining funds in our trust account held on your behalf, we will provide a final accounting and [return the balance to you / transfer the balance to your new counsel] upon your instruction.

Please be advised that there are upcoming deadlines in your case, specifically [mention any immediate deadlines]. It is crucial that you secure new counsel promptly to avoid any prejudice to your legal rights.

We thank you for the opportunity to have served you. Please sign the enclosed authorization form to indicate your instructions for file transfer and return it to our office.

Sincerely,

[Your Name]

[Law Firm Name]