

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

[Client Name]
[Client Address Line 1]
[Client Address Line 2]

Re: Notice of Closure of Personal Injury Division and Disengagement of Services

Dear [Client Name],

We are writing to formally notify you that [Law Firm Name] has made the strategic decision to close its Personal Injury Division, effective [Date]. As a result of this closure, we will no longer be providing legal representation in personal injury matters, including your case regarding [Brief Description of Matter/Claim Number].

Please be advised that our attorney-client relationship regarding this matter will terminate on [Termination Date].

Status of Your Case:

Currently, your case is at the following stage: [Insert Stage, e.g., Pre-litigation / Discovery / Awaiting Settlement]. There are upcoming deadlines or statutes of limitations that may affect your rights, specifically [List Dates/Deadlines if applicable]. It is imperative that you secure new legal counsel immediately to ensure these deadlines are met.

File Transfer:

Your original file is available to you. You may choose to:

- Pick up your file from our office.
- Request that we forward your file to a new attorney of your choosing.
- Request a digital copy of your file.

Please provide us with written authorization and instructions regarding your file by [Date]. If we do not hear from you, we will retain the file in accordance with our document retention policy.

Final Accounting:

[Optional: Mention any outstanding costs, refunds of unearned retainers, or confirmation that no fees are owed due to the contingency nature of the case].

We appreciate the opportunity to have represented you. We recommend that you contact the [State] Bar Association's Lawyer Referral Service if you require assistance finding new representation.

Sincerely,

[Attorney Name/Partner Name]

[Law Firm Name]