

**Letter Advising that Lawyer
Is No Longer Able to Practice Law
Active File
(Sample – Modify as appropriate)**

Re: [Name of Case]

Dear [Client]:

Due to [ill health/death], [Attorney] is no longer able to continue the practice of law. As your case is active you will need to retain the services of another attorney to represent you in your legal matters. I will be assisting [Attorney] in closing [his/her] legal practice. We recommend that you retain the services of another attorney immediately so that all of your legal rights can be preserved.

You will need your legal file for use by you and your new attorney. I am enclosing a written authorization for your file to be released directly to your new attorney. You or your new attorney can forward this authorization to us, and we will release the file as instructed. If you prefer, you can come to [file location] and pick up your file so that you can deliver it to your new attorney yourself. Please note that if you pick up your file in person you will need to provide a driver's license for identification purposes.

Please make arrangements to pick up your file or have your file transferred to your new attorney by [date]. It is imperative that you act promptly so that all your legal rights will be preserved.

You will receive a final accounting from [Attorney] in a few weeks. This will include any outstanding balances that you owe to [Attorney] and an accounting of any funds in your client trust account.

On behalf of [Attorney], I would like to thank you for giving [him/her] the opportunity to provide you with legal services. If you have any additional concerns or questions, please feel free to contact me.

Sincerely,

[Staff/Friend/Family Member]

Enclosure as stated