

**Letter Advising that Lawyer
Is No Longer Able to Practice Law
Closed 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. Should you wish to obtain your closed file, it is available for you to either come to [file location] and pick up your file or we can mail it to you. If you decide to pick up the file in person, please note that you should provide a driver's license for identification purposes. Please decide what you wish to do with the file and inform us of your decision by [date].

Should you not wish to obtain your file, I am enclosing a written authorization for your file to be destroyed. Please return this authorization to me by [date] if you do not want your file.

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

[Restrictions for Use of Oregon Materials](#)