LETTER ADVISING CLIENTS THAT LAWYER IS CLOSING HIS/HER OFFICE

(Sample | Modify as appropriate)

Dear [*Client Name*]:

As of [*date*], I will be closing my law practice due to [*provide reason, if possible*]. I will be unable to continue representing you on your legal matters.

I recommend that you immediately hire another attorney to handle your case for you. You can select any attorney you wish, or I would be happy to provide you with a list of local attorneys who practice in the area of law relevant to your legal needs. Also, the North Carolina Bar Association provides a lawyer referral service that can be reached at the North Carolina Bar Association by calling 1-800-662-7660 or (919) 677- 8574, or online at [https://](https://www.ncbar.org/public-resources/find-an-nc-lawyer/)

[www.ncbar.org/public-resources/find-an-nc-lawyer/](https://www.ncbar.org/public-resources/find-an-nc-lawyer/). If my representation of you involves an active court case, I am required to file a motion in that action asking the court’s permission to withdraw from your representation.

When you select your new attorney, please provide me with written authority to transfer your file and any of your funds that I am holding in my trust account for you to your new attorney. If you prefer, you may come to our office and pick up your file, any property or funds of yours that we are holding for you, and deliver them to that attorney yourself.

It is imperative that you obtain a new attorney immediately. Please let me know the name of your new attorney or pick up a copy of your file by [*date*].

If you consent, [*I/Name of Attorney who will store files*] will continue to store my copy of your closed file for a minimum of six (6) years. After that time, [*I/Name of Attorney who will store files*] may destroy my copy of the file unless you notify me in writing immediately that you do not want me to follow this procedure. [*If relevant, add*: “If you object to <*Name of Attorney who will store files*> storing my copy of your closed file, let me know immediately and I will make alternative arrangements.”]

If you or your new attorney need a copy of the closed file, please feel free to contact me. I will be happy to pro- vide you with a copy.

Within the next [*number*] weeks I will be providing you with a full accounting of your funds in my trust account along with any fees currently owed. If there are any of your funds remaining in my trust account at this time, I will include a trust account check with the accounting.

You will be able to reach me at the address and phone number listed on this letter until [*date*]. After that time, you or your new attorney can reach me at the following phone number and address:

*[Name] [Address] [Phone]*

Remember, it is imperative to retain a new attorney immediately. This will be the only way that time limitations applicable to your case will be protected and your other legal rights preserved.

I appreciate the opportunity of providing you with legal services. Please do not hesitate to give me a call if you have any questions or concerns.

Sincerely,

*[Exiting Attorney] [Date]*