LETTER ADVISING CLIENTS THAT LAWYER IS TAKING A TEMPORARY LEAVE OF ABSENCE

(Sample | Modify as appropriate)

**CONTEXT**

Ideally, you have an agreement similar to the form on page 55 arranging for an Assisting Attorney. You also have a Client Engagement letter similar to the one at pages or a Contingent Fee Agreement like the one at page 59 laying the groundwork for this letter. If you do not, then you should obtain the client’s written informed consent to the Supervising Attorney obtaining confidential information. See Rule of Professional Conduct 1.6: CONFIDENTIALITY OF INFORMATION.

Dear [*Client Name*]:

As of [*date*], and for the next [*number*] months, I shall be temporarily away from the office due to [*insert reason*]. You have an absolute right to terminate my representation of you and choose new counsel. If you wish to do so, I will assist you by providing referrals of competent attorneys if you wish. However, during my absence and if you consent, I have arranged for [*Supervising Attorney*], a very competent attorney who has retired from law practice, to maintain my office with the assistance of my very competent staff, who are familiar with your case or general legal matters. I have made this arrangement so that your case will have oversight in my absence. I will be sure to have [*Supervising Attorney*] brought up to speed on your case before I take my leave.

I shall be pleased to discuss your case with you before I leave for [*extended absence*].

In the meantime, please feel free to contact me if you have any questions or concerns. I want you to have confidence that you and the outcome of your legal matters are very important to me.

In the event that you should choose to employ another attorney, please provide me with the new attorney’s name and 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.

Thank you for your loyalty as a client. Sincerely,

[*Temporarily Exiting Attorney*] [*Date*]

1