LETTER ADVISING CLIENTS THAT LAWYER IS UNABLE TO CONTINUE PRACTICING LAW

(Sample | Modify as appropriate)

Dear [*Client Name*]:

Due to ill health, [*Affected Attorney*] is no longer able to continue practicing law. You will need to retain the services of another attorney to represent you in your legal matters. My name is [*Assisting Attorney*], and I will be assisting [*Affected Attorney*] in closing [*his/her*] 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 a copy of 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 [*address of office or location for file pickup*] and pick up a copy of your file so that you can deliver it to your new attorney yourself.

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 of your legal rights will be preserved.

Your closed files will be stored in [*location*]. If you need a closed file, you can contact me at the following address and phone number until [*date*]:

*[Name] [Address] [Phone]*

After that time, you can contact [*Affected Attorney*] for your closed files at the following address and phone number:

*[Name] [Address] [Phone]*

If any funds or property are being held by [*Affected Attorney*] on your behalf, you are entitled to have them delivered to you as soon as reasonably possible. Within the next [time period], you will be provided with a full accounting of your funds in [*Affected Attorney*] trust account, along with any fees currently owed [*Affected Attorney*]. If there are any of your funds remaining in [*Affected Attorney*] trust account at that time, a trust account check will be included with the accounting.

On behalf of [*Affected 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.

[*Assisting Attorney*] [*Date*]

Enclosure

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