LETTER FROM EXITING LAWYER’S FIRM TO CLIENTS OFFERING TO CONTINUE REPRESENTATION

Dear [*Client Name*]:

Due to ill health, [*Affected Attorney*] is no longer able to continue representing you on your case(s). Our firm is willing to continue representing you and [*Attorney Name*], a member of this firm, is available to continue handling your case if you wish [*him/her*] to do so. However, you have the right to select the attorney of your choice to represent you in this matter.

If you wish our firm to continue handling your case, please sign the authorization at the end of this letter and return it to our office. If this is not your desire, we recommend that you retain the services of another attorney immediately so that all of your legal rights can be preserved.

If you choose to retain another attorney, you will need a copy of your legal file for use by you and your new attorney. We are 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.

Since time deadlines may be involved in your case, it is imperative that you act immediately. Please provide authorization for us to represent you or written authority to transfer your file to your new attorney by [*date*], so that all of your legal rights can be preserved.

If any funds or property are being held by our firm on your behalf, you are entitled to have them delivered to you as soon as reasonably possible. Within the next [*number*] weeks you will be provided with a full accounting of your funds in this firm’s trust account, along with any fees currently owned [*Affected Attorney*]. If there are any of your funds remaining in our firm’s 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 [*Attorney Name*] and our firm 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*] Enclosures

I want a member of the firm of [*Law Firm Name*] to handle my case in place of [*Affected Attorney*].

[*Client Name*] [*Date*]

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