

SAMPLE NEWSPAPER NOTICE FOR CLOSING A PRACTICE

Effective (date) Attorney (name) will retire from the practice of law and close the law office. It has been a privilege to serve the legal needs of the clients in our community. If you were a client of Attorney (name) and would like your file, please contact Attorney (name) at phone number or email* by (date).

*Ideally, this is the phone number and email of the law office that will remain in effect for a certain period of time after the closing of the office.