

SAMPLE LETTER FOR CLOSING LAW PRACTICE

Date

Dear Client Name:

As of X date , I will be closing my law practice. I will be unable to continue representing you on your pending legal matters or take on any new legal matters.

I recommend that you immediately retain another lawyer to handle your legal matters. You may contact the name of local bar association Lawyer Referral Service at phone number or email address .

Please contact me by x date to make arrangements to pick up your legal files. As I informed you in our initial fee contract and engagement letter, per the record retention policy, I will retain an electronic copy of your file. Per the record retention policy, the paper copy of the file will be destroyed after X years . (Whatever else record retention policy indicates about destruction of files)

It has been my privilege to provide you with legal services. However, after X years in practice, I am looking forward to pursuing new activities in retirement. If you have any questions, please do not hesitate to contact me.

Sincerely,

Attorney at Law