**Letter to Active Client Advising That Lawyer Is No Longer Able to Practice Law**

[Date]

Re: [Case Name]

Dear [Client Name]:

Due to [ill health/death/other], [Attorney’s Name] is not able to continue the practice of law. I will be assisting in the closing of [Attorney’s Name]’s legal practice but will not be representing any of [Attorney’s Name] clients. You will need to retain the services of another attorney to represent you in your legal matters. I recommend that you do so immediately to preserve your legal rights.

You will need your client file for use by you and/or your new attorney. [Please contact my office and arrange to pick up your file or have your file transferred to your new attorney by [Date]. It is imperative that you act promptly due to deadlines that may affect your case. For security and recordkeeping purposes, you will need to sign a written receipt that you have taken possession of the file. You will need to provide a driver’s license for identification purposes.][**OR,** I have enclosed a written authorization for your file to be released directly to you or your new attorney. Please sign and return the enclosed authorization to me by [Date], so I can release the file to your or your new attorney as instructed. For security and recordkeeping purposes, you will need to sign a written receipt that you have taken possession of the file. You will need to provide a driver’s license for identification purposes.]

You will receive a final statement of your account, if applicable, that will indicate any outstanding balance you may owe or that is owed to you. Any refund of unearned fees will be sent to you as soon as we have the authority to release them. We have no record of any other property of yours being held at this office.

On behalf of [Attorney Name], 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.

Sincerely,

[Custodian Name]

Enclosures