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

**(Closed File)**

[Date]

Re: [Case Name]

Dear [Client Name]:

Due to [ill health/death/other], [Attorney Name] is not able to continue the practice of law. If you wish to obtain your closed file, please contact the office to arrange to pick it up or have it delivered. We have no record of any other property of yours being held at this office. If you decide to pick up the file in person, please bring your driver’s license for identification purposes.

If you would like to obtain your closed file, please contact my office and arrange to pick up your file or have it transferred to any new attorney you may have. For security and recordkeeping purposes, you will need to sign a written receipt that you have taken possession of the file.

If you do not want your file and wish to have it destroyed in a way that preserves client confidentiality, please sign and return the enclosed authorization to me by [date]. You will not be charged for this service. I may also make and retain, at my expense, a digital or hard copy of your file in case one is needed in the future.

If we do not receive a response within 90 days of the date you get this letter, we will presume that you do not want your file and will retain or destroy it in accordance with our file retention policy.

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]

Enclosure