**Initial Notice Letter to Active Client that Attorney is Selling Practice**

[Date]

[Client Name and Address Block]

Re: [Case Name]

Dear [Client Name]:

I am writing to notify you of my intent to transfer ownership of [my law practice or my [practice area] cases] to [name of Acquiring Attorney/Firm] in [time frame or if known, state the specific date]. [Acquiring Attorney/Firm] is located at [address]. [Acquiring Attorney/Firm [intends/does not intend] to represent you on the same terms as the representation agreement you signed with me]. [If Acquiring Attorney/Firm does not intend to represent the client on the same terms, indicate what the new terms are or how the client can determine what those terms are].

You have the right to retain other counsel and to take possession of your file. If you plan to hire another attorney or want your file, please contact the office and arrange to pick up your file or have it transferred to your new attorney. For security and recordkeeping purposes, a written receipt that you have taken possession of the file will need to be signed. If you do not take any action or object within 90 days of the date you get this letter, we will presume that you have consented to transfer your file to [name of Acquiring Attorney/Firm]. I may also make and retain, at my expense, a copy of your file in case one is needed in the future.

[If you intend to handle final invoicing and return of unearned fees: Once ownership has been transferred, I will send out a final invoice to clients, return any unearned fees that have been deposited in my trust account, and return any personal property that I may have.][If the Acquiring Attorney/Firm will be taking over the IOLTA or other trust accounts: When ownership transfers, I will send out a final invoice to clients for any fees earned up to that date. Any client fees on deposit in my trust account and any client personal property will be transferred to [Acquiring Attorney/Firm] unless you have notified me that you plan to retain other counsel, in which case I will return any unearned fees and personal property to you.

Sincerely,

[Selling Attorney]