**Notice Letter to Closed Client that Attorney is Selling Practice**

[Date]

[Client Name]

[Address Block]

Re: [Case Name]

Dear [Client Name]:

Although your case is closed and my representation has ended, 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].

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.

Sincerely,

[Selling Attorney]