**Letter to Clients Advising of Lawyer’s Retirement - Law Firm Closing**

(Date)

Re: [*Name of Case*]

Dear [*Name of Client*]:

After \_\_\_\_\_ years of practice, I am retiring from the practice of law. After [*date*], I will no longer accept new legal matters. It has been a pleasure to work with you beside my colleagues at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*name of firm*] for these many years.

Although the current firm of [*name of firm*] will be closing, you may consider working with my partner who will continue to practice in this office as [*name of new firm*].

OR

I recommend you retain another lawyer to handle your legal matters. Please advise if you hire another lawyer or law firm, and we will work with you to ensure a smooth transition of your files to their office.

Within the next several weeks, I will be providing you with a full explanation of the funds in your trust account. I will be returning any available funds or, in the alternative, issuing a final bill for any fees that you currently owe.

It has been my policy to return all personal items from files to clients and to keep a copy of the client file for a period of [*state number of years per your policy*]. I will continue to store my copy of your closed file for \_\_\_\_\_ years. After that time, I will destroy my copy of your file. If this is not acceptable, you must collect your files at my office prior to its closing on \_\_\_\_\_\_\_\_\_ [*date of firm closing*]. Please contact my office to make arrangements to pick up your files.

If you have any questions, please do not hesitate to contact me. Thank you for allowing me to represent you in your legal matters.

Sincerely,

[Attorney]

[Firm]