

[Name]
[Company]
[Address]
[City, State & Zip]

Dear [Client] :

Effective [date], I am moving my practice from [old firm] to [new firm], where I hope to continue to represent you in this matter. You of course have the option of selecting me and [new firm] to continue the representation, to remain with [old firm], or seek entirely new counsel. Both I and [old firm] are willing and able to represent you.

Should you wish me to continue representing you in this matter, I will facilitate the transfer of your files concurrent to my departure from [old firm]. Should you wish the files to remain at [old firm] or to be transferred to a new attorney, I ask that you provide written instructions to that effect.

Both I and [old firm] are taking all necessary steps to ensure that your interests are protected. Should you have any questions about the process, please do not hesitate to contact me or [I.D. contact at old firm].

Very truly yours,

John Smith

DPE/ap