

Letter to client advising of law practice closure or transfer

Dear [client]:

Re: [client file, file number]

As of [date], I will be closing my law practice due to [provide reason, if possible]. As such, I will be unable to continue representing you on your legal matter(s). You must either retain another lawyer to take over completion of your matter and accept transfer of your active file or represent yourself. Taking into consideration [insert appropriate language regarding limitation periods, upcoming appearance or other deadlines], I urge you to retain another lawyer as soon as possible to ensure that your legal rights are preserved.

You may select any lawyer you wish to continue in your matter. [Insert sentence regarding sale or transfer of your practice to another lawyer and provide name and contact information, if applicable.] If you require assistance to locate a suitable lawyer, [offer to provide list of local lawyers or referral to lawyer who practices relevant area of law, if appropriate] please feel free to contact the Legal Information Society's Lawyer Referral Service at 1-800-665-9779 (toll free) or 902-455-3135 in the Halifax area.

I will need your written authority to transfer your file to a new lawyer or you may attend our office to pick up a copy of your file for yourself or to deliver to that lawyer. Please let me know the name of your new lawyer or make arrangements for delivery or retrieval of a copy of your file by [date]. Complete the attached Direction to Transfer Client File, Funds or Other Property or the attached Request for Client File, Funds or Other Property.

[insert additional Clause re: Client Funds, Documents or Property in Trust, if applicable]

Once your file has been transferred and any file contents that belong to you have been returned to you, I [or insert name of lawyer who will store your closed files] will continue to store my copy of your closed file for [insert retention period]. After that time, I [or insert name of other lawyer] will destroy my copy of the closed file. If you or your new lawyer later require a copy of my closed file during this retention period, I will provide an additional copy [at a cost of \$ /page] [and a file retrieval charge of \$ _____ , if applicable] to you.

You may reach me at the address and phone number listed on this letter until [date]. After that time, I may be reached at [insert address] and phone number [insert phone number] or you may contact [name of lawyer purchasing or taking over practice, if applicable] regarding my practice.

I thank you for retaining me to provide legal services and have enclosed my final statement of account [if applicable]. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

[lawyer, law firm]