LETTER ADVISING THAT LAWYER IS CLOSING HIS/HER OFFICE

(Sample - Modify as appropriate)

[Name]

Dear

| Re: | [Name of Case] | | | |
|-----------------------------|--|--|---|-----|
| | iscussed, as of [date], I will be closing le to continue representing you on you | | to [provide reason, if possible]. I will | be |
| files p have t wish t | e made arrangements with [insert law] provided that you agree and provided to accept [insert law firm name/Lawye to represent you. If you wish to retain f other local lawyers who practice in t | that lawyer has no coner's name] to represent another lawyer, I wo | offlict in representing you. You do not it you. You can select any lawyer you uld also be happy to provide you with | l |
| autho If you | you have made your decision with reporting to transfer your file to the new law u choose to self-represent, you will have a Notice of Intention to Act in Person. | wyer. A draft authoriz ve to pick up your file | zation is enclosed for your convenience | |
| | mperative that you make your decision ations applicable to your case will be p | | - | |
| [Inser | rt limitations or other deadlines speci | fic to this particular f | ile] | |
| If you | u or your new lawyer need a copy of a | closed file, please co | ntact me to make arrangements for thi | s. |
| | in the next [fill in number] weeks, I was account and fees you currently owe m | | ith a full accounting of your funds in | ny |
| | will be able to reach me at the address you or your new lawyer can reach me | | | ıaı |
| [Name | ne] [Address] | [Phone] | [E-mail] | _ |
| | e appreciated the opportunity of providing you have any questions or concerns | | rvices. Please do not he sitate to give | ne |
| Since | erely, | | | |
| [Lawy [Firm | | | | |
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