SAMPLE ADMINISTRATIVE FORM

CLIENT NOTIFICATION LETTER

**Departing Attorney or Firm Dissolution**

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Re: Specific Names of Matters with File Numbers

Dear [Client Name]:

This letter is to notify you that [Firm A or Attorney(s) A] and [Firm B or Attorney(s) B] have terminated their business relationship. As our client, you have the right to choose which attorney you wish to represent you in the above-referenced matter(s).

[Firm A or Attorney(s) A] [Firm B or Attorney(s) B]

will practice in the law firm name of: will practice in the law firm name of:

Name of Firm Name of Firm

Address, Town, State, Zip Address, Town, State, Zip

Telephone Numbers, Websites, Telephone Numbers, Websites,

E-mail, etc. E-mail, etc.

(OPTIONAL) Until now, [full name of attorney] has been assigned to your case. However, either law firm is able to competently handle your matter. Either law firm would be honored and privileged to continue handling your matter.

Please sign the bottom of this letter and indicate which attorney you would prefer to represent you in the above-referenced matter and return your choice to us in the enclosed stamped self-addressed envelope. Upon receipt of your letter, we will immediately arrange transfer of your file.

(OPTIONAL) The choice you make will have no effect on the amount of your attorneys' fees and/or costs owed to [Firm A/Attorney(s) A] for the work performed to date in the above-referenced matter. The payment arrangements you made with the firm at the beginning of our representation will not be changed.

Please be assured that both parties will completely understand and comply with any decision you make regarding your representation in this matter. Your comfort is of sincere concern to us. Should you have any questions regarding this or any other legal matter, please do not hesitate to contact either of us. Please indicate your decision on the enclosed form and return it to us using the enclosed stamped and pre-addressed envelope.

Sincerely,

[Lawyer A Signature] [Lawyer B Signature]

[Firm A Name] [Firm B Name]

Signature Block Signature Block