

[Date]

[Name]

[Address]

[City, State ZIP]

Dear [Courts/Judges/Opposing Counsel]:

It is with regret that I must inform you that [Laura Lawyer] has very recently suffered a sudden health crisis, and she is unable to continue with the practice of law effective immediately.

Because of this unfortunate development, we are asking for due consideration with any matters either pending before you as judge or in which you are on the opposing side. If any hearings have been scheduled in the near future or deadlines are soon to arise, we ask that as a courtesy to [Ms. Lawyer] and [her] affected clients, you postpone any such hearings and extend any such deadlines as appropriate.

Our office is reaching out to our clients to notify them to pick up their files and retain new counsel, and so their new lawyers should be reaching out to you shortly.

If you have any questions or concerns, please feel free to reach out to us.

We will do our very best to respond to all inquiries as promptly as possible. Please bear with us in this difficult time as we handle the important task of transitioning client files for our clients and responding to inquiries from other courts, judges and opposing counsel. If you do not receive a prompt response to your inquiry, please feel free to reach out to us again. If you are aware of any impending deadlines or hearing dates that cannot be extended, please alert us as soon as possible so that we can more promptly handle that situation.

Please understand that during this time of transition, the people answering our phones and emails may not be familiar with each case, and so it will be helpful if you can patiently give that person

some background information as to legal matter in question to help in more quickly processing your request. Please also rest assured that office will do everything it can to ensure a timely and efficient handling of your inquiry.

We appreciate your thoughts, prayers and patience in this difficult time. It has been a pleasure to working with you.

Sincerely,

On behalf of

Laura Lawyer Law Firm, LLC

[phone number]

[email address]