

[Date]

[Name]

[Address]

[City, State ZIP]

Dear Client of [Disabled Lawyer]:

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

Because of this unfortunate development, you will need to immediately retain new counsel to represent you in the pending legal matter that [Ms. Lawyer] has been working on with you.

You should immediately contact our office for the purpose of obtaining your file and determining any important deadlines and time frames important to your case as well as paying any outstanding bills and having any unused retainer refunded to you.

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 you and our other clients. 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, please alert us as soon as possible so that we can more promptly get back with you.

Please understand that during this time of transition, the people answering our phones and emails may not be familiar with your case, and so it will be helpful if you can patiently give that person some background information as to your legal matter 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 return of your file to you as well as assistance to you, if desired, in locating new counsel to help with your legal matter.

Once you have been notified that your file is ready for pick up, we ask that you do so as soon as reasonably possible. If you have decided to have your file transferred to a new attorney, please be prepared to give us his or her name and contact information in writing to authorize the transfer of your file to the new attorney.

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

Sincerely,

On behalf of

Laura Lawyer Law Firm, LLC

[phone number]

[email address]