

## LETTER FROM ABSENT ATTORNEY ADVISING THAT LAWYER IS CLOSING LAW OFFICE

Re: [Name of File, Case or Matter]

Dear [Client Name]:

Please be advised that as of [date], I will be closing my law practice due to *[provide reason, if possible, such as health, disability, retirement, or other reason]*. I will be unable, therefore, to continue to represent you in your legal matter(s). It is your responsibility to immediately retain new counsel of your choice to handle your matter(s). You may select any attorney you wish, or upon request I can provide you with a list of local attorneys who practice in the area of law relevant to your legal needs to the extent that I can. Also, our local bar association [phone number] and the State Bar of Georgia [404-527-8700] provide lawyer referral services that you may choose to utilize.

Failure to select and retain new counsel promptly may be detrimental to you and result in adverse consequences. When you have selected your new attorney, please provide me with written authorization to transfer your file(s) to [him/her]. If you prefer, you may come to my office and retrieve [a copy/copies] of your file(s), and deliver [it/them] to your new attorney. In either case, it is imperative that you obtain a new attorney as soon as possible, and in no event later than [date], so that your legal rights may be preserved. *[Insert appropriate language regarding time limitations or other critical time lines of which the client should be made aware.]*

I *[or: insert name of the attorney who will store files]* will continue to maintain my copy of your closed file(s) for seven years. After that time, I *[or, insert name of other attorney if relevant]* may destroy my *[copy/copies]* unless you notify me immediately in writing that you do not want me to do so. *[If relevant, add: If you object to (insert name of attorney who will be storing files) storing my [copy/copies] of your closed file(s), please let me know immediately and I will accommodate you by making alternative arrangements.]*

If you or your new attorney desire [a copy/copies] of your closed file(s), please promptly contact me to make suitable arrangements.

Within the next [fill in number] weeks, I will provide you with a full accounting of your funds in my trust account, if any, and any fees you currently owe for services rendered.

You will be able to reach me at the address and phone number listed indicated in this letter until [date]. After that time, you or your new attorney may reach me at the following phone number and address: [Name] [Address] [Phone]

I appreciate the opportunity of having represented you. Please contact me if you have any questions or concerns.

Thank you.  
Sincerely,

[Attorney] [Firm]