

## APPENDIX B

### LETTER ADVISING THAT LAWYER IS CLOSING HIS/HER LAW OFFICE (*Sample – Modify as appropriate*)

Re: [*Name of File, Case or Matter*]

Dear [*Client Name*]:

As of [*date*], I will be closing my law practice due to [*provide reason for inability to practice, such as health, disability, retirement, death, discipline, or other*]. I will be unable to continue representing you on your legal matters. You will need, therefore, to retain the services of another attorney to represent you in your legal matter(s), and I encourage you to do so immediately to protect your legal interests and avoid adverse consequences or action against you.

You can select any lawyer you wish, or I would be happy to provide you with a list of local lawyers who practice in the area of law relevant to your legal needs. Also, the State Bar of Georgia (404-527-8700) will direct you to your local bar that provides a lawyer referral service.

When you select your new lawyer, please provide me with written authority to transfer your file to the new lawyer. If you prefer, you may come to our office and pick up a copy of your file, and deliver it to that lawyer yourself.

You will need [*a copy/copies*] of your file(s). Accordingly, enclosed please find a proposed written authorization for your file(s) to be released directly to your new attorney. When you or your new attorney returns this signed authorization, I will release your file(s) as instructed. If you prefer, you may come to [*address of office or location for file pick-up*] and retrieve [*it/them*] so that you may deliver [*it/them*] to your new attorney. In either case, it is imperative that you act promptly, and in no event later than [*provide date*] so that your legal rights may be preserved.

Your closed file(s), if any, will be stored at [*location*]. If you need a closed file, you may contact me at the following address and phone number until [*date*]:

[*Name*] [*Address*] [*Phone*]

After that time, you may contact [Attorney in charge of closed files] for your closed file(s) at the following address and phone number:

[*Name*] [*Address*] [*Phone*]

Within the next [*fill in number*] weeks I will be providing you with a final accounting of any fees you currently owe and an accounting of any funds in your client trust account.

I would like to thank you for affording me the opportunity to provide you with legal services. If you have any additional concerns or questions, please contact me at the address and phone number indicated in this letter.

Thank you.

Sincerely,

[*Lawyer*] [*Firm*]