

**Letter Advising That Lawyer Is No Longer Able to Practice Law  
(Closed File)**

[Date]

Re: [Case Name]

Dear [Client Name]:

Due to [ill health/death/other], [Attorney Name] is not able to continue the practice of law. Should you wish to obtain your closed file, it is available for you to come to [File Location] to pick it up or contact this office to arrange for its delivery. If you decide to pick up the file in person, please note that you should provide a driver's license for identification purposes. Please decide what you wish to do with the file and inform us of your decision by [Date].

Should you not wish to obtain your file, enclosed is a written authorization for your file to be destroyed. Please return this authorization to me by [Date] if you do not want your file. If you authorize destruction of your files, the files will be physically destroyed by a method that will preserve client confidentiality. You will not be charged for this service. If we receive no response within six weeks of the date of this letter, we will assume that you wish the files to be destroyed. If you wish the records returned, please contact us to arrange transfer of the file.

On behalf of [Attorney Name], thank you for giving [him/her] the opportunity to provide you with legal services. If you have any additional concerns or questions, please feel free to contact me.

Sincerely,

\_\_\_\_\_  
[Custodian Name]

Enclosure

**Authorization for Destruction of Client File**

Re: [Case Reference]

I, [Client Name], hereby authorize the law office of [Firm/Attorney Name] to destroy my client file(s).

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date