

Attorney Change Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Re: Change of Attorney for Court Filings

Dear [Recipient Name],

This letter serves as formal notification of a change in legal representation for [Client Name]. Effective [Effective Date], [New Attorney's Name] of [New Law Firm Name] will be representing [Client Name] in all matters related to [Case Name/Number].

Please update your records accordingly and direct all future correspondence and inquiries to [New Attorney's Name] at the following contact information:

[New Attorney's Name]

[New Law Firm Name]

[New Address Line 1]

[New Address Line 2]

Phone: [New Attorney's Phone Number]

Email: [New Attorney's Email Address]

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Law Firm Name]

[Your Contact Information]