

Notification of Change in Legal Counsel

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

[Your Company Name]

[Your Company Address]

Dear [Partner's Name],

We hope this message finds you well. We are writing to formally notify you of a change in our legal counsel effective [Effective Date].

After careful consideration, we have decided to retain [New Legal Counsel's Name/Firm Name], who will assume all responsibilities regarding our legal needs moving forward. Their contact information is as follows:

[New Legal Counsel's Name]

[Firm Name]

[Address]

[Phone Number]

[Email Address]

We appreciate the guidance and support provided by [Previous Legal Counsel's Name/Firm Name] during our partnership and look forward to a smooth transition.

Please feel free to reach out should you have any questions or require further information regarding this change.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]