

# Transition of Legal Services Notification

Date: [Insert Date]

Dear Valued Client,

We are writing to inform you of some important changes at [Your Law Office Name]. As part of our commitment to providing you with the highest level of service, we are transitioning to a new legal office location and enhancing our services to better serve your needs.

Effective [Insert Effective Date], our new office address will be:

[New Office Address]

We are pleased to announce that [Insert Name of New Lawyer/Manager], who has been with our firm for [duration], will be overseeing your legal matters during this transition. [He/She/They] can be reached at [Insert Contact Information].

Rest assured that your case will be managed with the utmost care and attention. We appreciate your trust in us, and we are confident that this transition will enhance your experience with our firm.

If you have any questions or concerns, please feel free to reach out. Your continued support is invaluable to us.

Sincerely,

[Your Name]

[Your Title]

[Your Law Office Name]

[Your Contact Information]