

Sample letter of notice to clients where a firm ceases practice
(to be adapted as appropriate)

ABC&Co.
Central
Hong Kong

Dear

I write to inform you that Mr. A., Mr. B and I have agreed to dissolve our partnership and will each be setting up our own practice on [insert date]

Mr. A. will continue to practise from this address as ABC & Co.

Mr. B will be practising at [insert details] as B&Co.

I will be practising at [insert details] as C&Co.

Please let us know as soon as possible whether you wish me to continue to act for you. You are, of course, free to instruct any solicitor of your choice.

It would be helpful if you could complete and sign the form below and return it to this address, preferably before [same date as in paragraph 1 above]. I will then be able to deal with your papers in accordance with your instructions. If you wish to instruct another firm, you will be asked to settle any outstanding account before the file is transferred.

For your information, this firm currently holds [provide details of documents e.g. title deeds, will, etc.], as well as [\$Y (balance of sale proceeds of your flat)], in this firm's client account.

Your documents and other papers will be kept by this firm at this address, and your money will remain in this firm's clients' account until I receive your instructions, or until [same date as in paragraph 1 above]. If I have not heard from you by then, [insert name of new firm] will assume responsibility for your papers, and will hold your money on their client account, until they hear from you.

Yours sincerely
[Signed]

I wish *Mr. A/Mr. B/Mr. C ** to act for me, and instruct you to hand my papers and money to Mr.

Signed

* Please delete as appropriate

** Other firm – please provide the name and address of the firm