**SAMPLE LETTER FOR RETURNING CLIENT FILES**

Date

Dear Client Name:

Due to my\_\_\_\_\_\_\_\_\_\_\_\_\_(medical condition or other issue), I will be unable to continue representing you on your pending legal matters or take on any new legal matters.

I recommend that you immediately retain another lawyer to handle your legal matters. You may contact the Local Bar Lawyer Referral Service at 123 456 7890 or Ohio Bar Association at [Find A Lawyer](https://www.ohiobar.org/LegalHelp/).

Please contact me by x date to make arrangements to pick up your legal files. As I informed you in our initial fee contract and engagement letter, per the record retention policy, I will retain an electronic copy of your file. Per the record retention policy, the paper copy of the file will be destroyed after X years. (Whatever else record retention policy indicates about destruction of files)

Upon retaining my services for your representation, you paid a fee of X dollars, which was deposited in the IOLTA. I am refunding X amount of the retainer fee as unearned legal fees and expenses.

It has been my privilege to provide you with legal services. If you have any questions, please do not hesitate to contact me.

Sincerely,

Attorney at Law