

# Practice Resource

## Model letter: Notice to clients

### *Model letter to client from lawyer giving notice of practice coverage*

Dear [client]:

Re: [matter]

On [month, day, year], I [will begin/have begun] a leave from my practice [to deal with a personal/family matter, health issue, planned vacation, etc.].

As the responsible lawyer on the above matter, I am writing to inform you that I have retained [name of covering lawyer] to oversee my practice until I return. My leave will have no impact on the continuity of your representation and there will be no disruption to service while I am away.

As part of assuming responsibility on this matter and in order to uphold their professional and ethical responsibilities to identify potential conflicts of interest, [name of covering lawyer] will be checking client names against their central file index. This standard conflict check may include inputting information such as the names of your affiliates, partners, directors, officers or adverse parties into a file database. If a potential conflict of interest is identified, we will contact you to discuss next steps.

If you have any questions or concerns, or do not consent to this conflict check being completed please let us know. If we have not heard from you by [date] we will assume that you have consented to this conflict check.

I expect to be on leave for [approximate length of time]. We will keep you apprised of any developments, and you can contact [name of covering lawyer or key staff member] at [phone number] if you have any questions.

Yours truly,

[name of lawyer]