

(Annex C)

Specimen Letter
KEEPING CLIENTS INFORMED

Dear.....

I write to inform you that Mr *J* and I have agreed to dissolve our partnership and will each be setting up our own practice on 31st May 2____.

Mr *J* will continue to practise from this address as *J & Co*.

I will be practicing at 25 Market Street, Singapore as *A & Co*.

Please let us know as soon as possible which of us you wish 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 attached form and return it to this address preferably before 31st May 2____. We will then be able to deal with your papers in accordance with your instructions.

For your information, we currently hold your will, as well as S\$15,000 (balance of sale proceeds of your former home), in our client account in your name.

Your will and other papers will remain in safekeeping at this address and your money will remain on our client account, until we receive your instructions, or until [1st June 2____]. If we have not heard from you by then, *J & Co* will assume responsibility for your papers, and hold your money on their client account until they hear from you.

Yours sincerely

I wish **Mr J/ Mr A/* (+*other firm* – please specify) to act for me, and instruct you to deal with my matters, papers and money accordingly.

Signed

* Please delete as appropriate.

+ If you wish to instruct another firm, we will ask you to settle any outstanding account first.

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