

**SAMPLE CLIENT CONTACT LETTER: AUTHORIZATION TO  
RETURN/DESTROY FILES**

Dear [Client Name]:

Under the firm's document retention policy, we normally destroy files [X] years after a matter is closed, unless other arrangements are requested by, and arranged with, you. Our records indicate that the files for the matters previously handled for you and closed on [month, day, year] are now subject to destruction unless you wish to make other arrangements.

You are entitled, upon written request, to any files in the firm's possession relating to legal services performed by us for you, excluding any documents not reasonably necessary to your representation. Please contact me if you wish to inspect any files before making the decision whether to have them transferred to you or destroyed. Our off-site storage facility will charge for removing files from storage for inspection at the rate of [\$X] per box, which you would be expected to pay.

If you elect to inspect boxes and/or to have these boxes transferred to you, you acknowledge your obligation to pay the costs of removal from storage and transportation by signing a copy of this letter.

Sincerely,

\_\_\_\_\_  
[Name of Firm]

By: [Name of Lawyer]

\_\_\_\_\_  
[Name of Client]

Date: \_\_\_\_\_