

**FILE CLOSING LETTER
(On law firm letterhead)**

Date: Month/Day/Year

Re: Subject of Representation/Case Name & Number, if applicable

Dear Client:

Thank you for allowing our firm to represent you in this matter. Our representation for this matter is now concluded and we are closing our file.

We will give you your original file. Please make arrangements with our office to pick up your file within 60 days of the date of this letter.

If you do not wish to retrieve your file, please complete and return the form at the bottom of this letter. If you do not pick up your file, it will be destroyed 60 days from the date of this letter.

**OR USE THIS LANGUAGE
IF RETAINING FILE PER YOUR FILE RETENTION POLICY**

We will retain your file for a period of ____ years, pursuant to our File Retention Policy. At the conclusion of that time, we will follow our File Retention Policy to destroy the original file without further notice to you.

We hope this matter was concluded to your satisfaction. If we may provide legal assistance in the future to you or to you friends or family members, we hope you will contact us.

Very truly yours,

REFUSAL OF FILE RETURN FORM

I acknowledge that my attorney, NAME, has offered to provide my original file, in CASE OR MATTER. I do NOT wish to receive my file. I understand that if I do not receive my file at this time, it will be destroyed 60 days from the date of this letter.

CLIENT NAME

DATE