

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Client File Retention and Destruction Policy

Dear [Client Name],

Thank you for choosing [Company/Law Firm Name] to represent you regarding [Matter/Case Description]. As our formal engagement concludes, we are providing you with this notice regarding our file retention and destruction policy.

1. Original Documents: We will return any original documents provided by you at the end of our representation. Please let us know if you would like to collect these in person or have them mailed to you.

2. Retention Period: We will maintain your electronic and physical files for a period of [Number, e.g., 7] years following the date of the final invoice or the closing of your matter. During this time, you may request a copy of your file at your expense.

3. Destruction of Files: Once the retention period has expired, [Company/Law Firm Name] will permanently destroy all documents and data related to your file without further notice to you. Destruction will be handled securely to protect your privacy and confidentiality.

4. Your Responsibility: If there are specific documents you wish to keep beyond the retention period, it is your responsibility to request them before the expiration date mentioned above.

If you have any questions regarding this policy, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Law Firm Name]