

[Law Firm Letterhead]

Date: [Date]

To: [Client Name/IT Department/Service Provider]

Subject: Notice of Case Closure, File Archival, and Compliance Protocol

Dear [Name],

This letter serves as formal notification regarding the archival of electronic records for the following matter:

Matter Name: [Matter Name]

Matter Reference Number: [Reference Number]

Closing Date: [Date]

Pursuant to our firm's data retention policy and [Jurisdiction] Bar Association ethical guidelines, all digital assets associated with this matter have been migrated to our secure, encrypted cloud archival storage. Please note the following compliance details:

- **Data Integrity:** All files have been hashed and verified to ensure authenticity and protection against bit rot or unauthorized modification.
- **Retention Period:** In accordance with statutory requirements, these files will be retained for a period of [Number] years from the date of this letter.
- **Disposition Date:** Unless otherwise notified in writing, the archived data is scheduled for secure permanent deletion on [Date].
- **Regulatory Compliance:** Our cloud storage protocols remain compliant with SOC2, HIPAA, and [Other Regulation, e.g., GDPR/CCPA] standards to ensure client confidentiality.

During the retention period, should you require a retrieval of these records, please submit a written request to our Records Department. Please be advised that administrative fees may apply for data restoration and delivery.

No further action is required on your part at this time.

Sincerely,

[Signature]

[Name of Partner/Compliance Officer]

[Law Firm Name]