

Date: [Insert Date]

To: [Recipient Name/Department]

From: [Your Name/Department]

Subject: Formal Case File Transfer and Request for Internal Review

Case Reference Number: [Insert Number]

Case Title: [Insert Case Name]

Current Status: [Insert Status]

Dear [Recipient Name],

This letter serves to formally transfer the physical and electronic records for the aforementioned case file to your department, effective [Insert Date].

The transfer includes the following documentation:

- Original Case Application and Correspondence
- Evidence Logs and Supporting Exhibits
- Previous Assessment Reports
- [Insert Additional Document Item]

In conjunction with this transfer, I am requesting a formal Internal Review of this case. The primary objectives of this review are:

1. To ensure compliance with organizational policies and legal requirements.
2. To identify any procedural gaps or inconsistencies in the previous handling of the file.
3. To determine the final resolution or next steps required for closure.

Please acknowledge receipt of the file by signing and returning a copy of this letter. Should you require further clarification regarding the case history, please contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

Acknowledgment of Receipt:

Name: _____

Date: _____

Signature: _____