[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Clerk of the Court / Name of Recipient]
[Court Name / Department]
[Address]
[City, State, Zip Code]

RE: [Case Name]
Case Number: [Case Number]

Dear [Name of Recipient],

Pursuant to the conclusion of the proceedings in the above-referenced matter, I am writing to formally request the return of the original exhibits filed on behalf of [Plaintiff/Defendant/Party Name].

The specific exhibits requested for return are as follows:

- Exhibit [Number/Letter]: [Description of Exhibit]
- Exhibit [Number/Letter]: [Description of Exhibit]
- Exhibit [Number/Letter]: [Description of Exhibit]

Please return the items using the following method:

[ ] I have enclosed a self-addressed, pre-paid envelope for the return of these documents.
[ ] I will arrange for a courier to pick up the exhibits on [Date] at [Time].
[ ] Please contact my office at [Phone Number] when the items are ready for in-person pickup.

If there are any administrative fees or additional forms required to complete this request, please notify me immediately.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]