[Date]

[Custodian Name/Department]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Archiving Closed Client Files

Dear [Custodian Name],

This letter serves as a formal instruction to initiate the archiving process for the attached list of closed client files. These matters have been concluded, and all final administrative actions are complete.

Please perform the following actions regarding these records:

- **Inventory:** Verify that all files listed in the attached index are present and accounted for.
- **Indexing:** Assign a unique archive box number and tracking ID to each file.
- **Storage:** Transfer the physical files to the designated long-term secure storage area.
- **Retention:** Apply a retention period of [Number] years from the date of closing. The scheduled destruction date for these files is [Date].
- **Digital Records:** Ensure all corresponding electronic folders are moved to the "Archived" server directory and marked as read-only.

Please provide a signed confirmation once the transfer is complete, including a copy of the final archive log for our department records.

If you have any questions regarding the handling of these specific files, please contact [Name] at [Phone/Email].

Sincerely,

[Signature]
[Your Name]
[Your Title]
[Your Department]

Attachment: Index of Closed Client Files