[Date]

[Name of Records Custodian]
[Name of Firm/Agency]
[Address Line 1]
[Address Line 2]

**RE: Transfer of Case Files for [Case Name/Matter Number]**

Dear [Name of Records Custodian],

This letter serves as a formal instruction to transfer the complete case files and all related records regarding the above-referenced matter to our co-counsel at [Co-Counsel Law Firm Name].

Please provide a complete copy of the file, including but not limited to:

- All pleadings, motions, and court orders;
- Discovery materials and document productions;
- Correspondence and internal memoranda;
- Expert reports and witness statements;
- Evidence, exhibits, and investigative reports.

The files should be delivered to the attention of:

[Co-Counsel Attorney Name]
[Co-Counsel Firm Name]
[Address]
[Phone Number]
[Email Address]

Please facilitate this transfer via [secure electronic link / physical delivery] by no later than [Date]. Once the transfer is complete, please provide a written confirmation to my office.

If there are any administrative costs associated with this duplication and transfer, please forward the invoice directly to [My Firm / Co-Counsel Firm] for processing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]