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

[Date]

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

RE: Formal Letter of Instruction for Digitization of Discovery Materials
Case Name: [Case Name]
Matter Number: [Reference Number]

Dear [Custodian Name],

This letter serves as a formal instruction to begin the digitization process for the physical discovery boxes currently in your custody. We require the conversion of these physical assets into a searchable electronic format according to the following specifications:

1. Scope of Work
Please digitize all contents within the [Number] boxes labeled [Description/Box Numbers]. All folders, tabs, and dividers must be maintained in their original order.

2. Technical Specifications

- **Format:** All documents should be scanned as single-page or multi-page PDFs (as specified below).
- **Resolution:** Minimum of 300 DPI (dots per inch).
- **OCR:** All files must undergo Optical Character Recognition (OCR) to ensure the text is fully searchable.
- **Color:** Scan in color where original markings, highlights, or photos are present; otherwise, grayscale or black and white is acceptable.

3. Logical Document Determination (LDD)
Please ensure that unitization is accurate. Use staples, clips, and rubber bands to identify the start and end of individual documents. Do not merge separate documents into a single file unless they were physically attached.

4. Delivery and Metadata
The digitized files should be delivered via [Secure FTP / Encrypted Hard Drive / Cloud Link]. Please include a load file (CSV or DAT) containing the following fields:

- Beginning Bates Number
- Ending Bates Number
- Box Number
- Folder Label

5. Disposition of Originals
Upon successful verification of the digital files, please [Retain the physical boxes until further notice / Return the physical boxes to our office / Securely destroy the physical boxes].

Please provide an estimated timeline and a cost estimate for this project before commencing. If you have any questions regarding these instructions, please contact [Point of Contact Name] at [Phone/Email].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]