[Date]

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

RE: Request for Return of Original Documents - [Client Name / Case Number]

Dear [Name of Records Custodian],

Please consider this a formal instruction to release and return the following original documents currently held in your custody to the client listed below:

Description of Original Documents:

- [Document 1 Name/Description]
- [Document 2 Name/Description]
- [Document 3 Name/Description]

Return Instructions:

Please release the aforementioned documents to:

[Client Name]
[Shipping Address]
[City, State, Zip Code]
[Phone Number]

The documents should be sent via [Preferred Shipping Method, e.g., Certified Mail / FedEx] to ensure tracking and confirmation of delivery. If there are any associated costs for shipping or administrative processing, please [indicate payment method, e.g., bill our office / contact the client for payment].

Prior to releasing the originals, please ensure that a complete electronic scan or photocopy of the documents is retained for your records, if required by your internal retention policy.

Please confirm via email to [Email Address] once the documents have been dispatched, including any relevant tracking numbers.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]
[Title]
[Firm/Organization Name]