Date: [Insert Date]

To: [Name of Records Custodian]
[Storage Facility Name]
[Facility Address]

Subject: Letter of Instruction for Relocation of Off-Site Storage Boxes

Dear [Name of Records Custodian],

This letter serves as formal instruction to relocate specific records currently held in your storage facility. Please arrange for the transport of the following items from their current location to the new destination specified below.

I. Identification of Records:
Please relocate the following boxes/containers:

- **Box Range/Numbers:** [e.g., Box #100 - #150]
- **Total Quantity:** [Insert Number] Boxes
- **Department/Reference:** [Insert Department Name or Project ID]

II. Destination Details:
The items should be delivered to the following address:

[Facility Name/Building]
[Street Address]
[City, State, Zip Code]
Attention: [Contact Person Name]
Phone: [Contact Phone Number]

III. Delivery Schedule:
We request that this relocation be completed by [Insert Date]. Please confirm the scheduled pickup and estimated delivery times with [Name of Coordinator] at [Email/Phone].

IV. Special Instructions:
[Insert any specific handling instructions, security requirements, or indexing updates needed].

Please provide a confirmation of receipt for this instruction and a finalized manifest once the relocation is complete.

Sincerely,

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