[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Notice of Imminent File Destruction - [Matter Name/Case Number]

Dear [Client Name],

Our records indicate that it has been [Number] years since the conclusion of your legal matter regarding [Brief Description of Matter].

In accordance with our firm's document retention policy and professional guidelines, we are writing to notify you that your physical and electronic files related to this matter are scheduled for permanent destruction on [Date of Destruction].

Before these records are destroyed, you have the right to request the original file or specific documents contained therein. If you wish to claim your file, please contact our office at [Phone Number] or [Email Address] no later than [Deadline Date].

If we do not hear from you by [Deadline Date], we will proceed with the secure destruction of the files to protect your privacy and confidentiality. Please note that once the destruction process is complete, the records can no longer be retrieved.

If you choose to collect your file, you may pick it up at our office during regular business hours, or we can arrange to have it mailed to you at your expense.

Thank you for your attention to this matter.

Sincerely,

[Your Name/Firm Name]
[Your Title]
[Contact Information]