

Date

Client's Name
Last Known Address
City, State

Re: Disposal of File

Dear Client:

It is our firm policy that files be stored in our storage area for seven years after the conclusion of a particular matter. Many years ago, we handled a matter for you, and the information has been retained until now.

We are herein notifying you that you have a right to pickup your file before it is destroyed. If you want to pick up your file or any part of it, please notify us in writing within thirty (30) days of this letter.

If no such written request is received by us within 30 days of the date of this letter, your file will be destroyed. If you have any questions as to the contents of your file, please notify the attorney who represented you.

Very truly yours,