**Client File Surrender Letter**

SAMPLE “FILE SURRENDER” LETTER

Dear Client:

I/We have received your request for a copy of your file (Our File #(s): ) dated . As per your request, please find your entire file, including any and all original documents related to your case/matter that we have not previously returned to you. In accordance with our firm’s document retention policy (as detailed and provided to you originally within our written Attorney-Client Agreement), we will continue to retain our own internal copy of your legal file(s) for \_\_\_\_\_ years from this date. At the expiration of that -year retention period, we will permanently destroy our own internal copy of your file(s) unless you choose to notify us in writing before the end of that -year retention period that you also wish to take possession of that copy, as well. We reserve the right to charge administrative fees and costs associated with researching, retrieving, copying and delivering such files.

Kindly please sign, date (as indicated below) and return to us the enclosed duplicate copy of this letter (using the enclosed pre-addressed, postage-paid envelope). By doing so, you are acknowledging our delivery and your receipt of the file(s) in question. If there are any questions or concerns about this, please do not hesitate to contact us.

In the event that you need legal representation in the future, I hope that you will consider engaging our law firm again. We thank you for allowing us to represent you in this matter.

Sincerely, [Lawyer’s Name] [Law Firm’s Name] Enclosures

CLIENT ACKNOWLEDGEMENT OF RECEIPT OF CLIENT FILE(s)

I (Client’s Name) have reviewed the contents of my file and acknowledge receipt of my entire file from Smith and Associates on

 (date).

**PRACTICE AID GUIDE:** The Essentials of Law Office Management **CHAPTER 5** File Management

Page 95