**Sample Closing Letter Language Regarding**

**Your File Retention Policy and Custodian**

***(Modify as appropriate)***

Your file is ready to be picked up. If it is not picked up within [**number**] days, we will assume you do not want it. We will keep your file for [**number**] years, after which we will destroy it without further notice to you in accordance with our file retention policy and procedures and the Texas rules of professional responsibility for lawyers. If you want us to keep your file longer than [**number**] years, we are happy to do so, but we will need to charge you the reasonable cost for storage. If you don’t want your file at this time but later decide you want it, you can request it at any time before it is destroyed.

If you choose for us to store your file and [I/we] become temporarily or permanently unable to practice law due to unforeseen circumstances, you consent to a named custodian, a successor attorney, a personal representative of my estate, or an attorney licensed in Texas and in good standing with the State Bar of Texas reviewing your client file, including confidential information, to determine what steps, if any, are needed to preserve any rights you may have in your case; to notify you and return your file to you or another attorney at your direction; or to take action authorized under part XIII of the Texas Rules of Disciplinary Procedure.