

## Sample Language for End-of-the-Engagement Letter

**The file closing letter may contain language similar to the following:**

Under the firm's file retention and destruction policy, your file will be kept for \_\_\_\_\_ months/years from the above date after which time the file will be permanently destroyed. You may retrieve your file and its contents at any time prior to the date of destruction.

Language from the Ohio Board of Professional Conduct,  
*Ohio Ethics Guide: Client File Retention* (2016)  
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