Sample Destruction Letter

Your destruction letter should be written on your company letterhead (if applicable) and include the following:

- Account Number
- Each box for destruction listed individually
- Total number of boxes for destruction
- Authorized Subscriber Number
- Signature

January 1, 2017

DataSafe, Inc.
574 Eccles Avenue
South San Francisco, CA 94080

ATTN: Client Services

RE: Account Number 12345

To whom it may concern:

This letter serves to authorize the destruction of the following 5 cartons:

Cartons: Destroy 1
         Destroy 2
         Destroy 3
         Destroy 4
         Destroy 5

Enclosed, please find the completed transmittal list.

Thank you for your prompt attention to this matter.

Sincerely,

Jane Doe
Authorized Subscriber
Subscriber No. 123456