


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

Company Letterhead → 

January 1, 2017

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

ATTN: Client Services

Account Number → RE: Account Number 12345

To whom it may concern: → **Total number of boxes**

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

Each box listed →

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 ← **Signature**

Authorized Subscriber Number → Jane Doe
Authorized Subscriber
Subscriber No. 123456

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