

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Confirmation of Record Deletion - High-Value Asset Inventory

Dear [Client Name],

This letter serves as formal confirmation that, per your request dated [Date of Request], all digital and physical records regarding the appraisal, storage, and cataloging of your high-value jewelry and art assets have been permanently deleted and/or destroyed.

The following categories of data have been removed from our systems:

- Detailed appraisals and valuation certificates
- High-resolution photographs and digital scans
- Provenance documentation and ownership history
- Specific storage locations and security protocols
- Insurance schedule endorsements

We confirm that no backups or copies of these specific asset records remain in our active databases. Any physical documentation has been cross-shredded according to high-security compliance standards.

Please note that we may retain basic transaction history or contact information as required by legal or tax regulations, but all descriptive data regarding the assets themselves has been purged.

Should you require any further assistance, please contact our office directly.

Sincerely,

[Name of Authorized Representative]

[Title/Position]

[Company Name]