Date: [Insert Date]

To: [Insert Name of Records Department/Internal Shredding Unit]
From: [Insert Name/Department Requesting Destruction]
Subject: Letter of Instruction for Internal Destruction of Physical Client Records

Dear [Insert Name or Department],

This letter serves as a formal instruction to proceed with the internal destruction of the physical client records listed below. These records have met the firm's mandatory retention period and are no longer required for legal, regulatory, or business purposes.

Record Details:

- **Client Name(s):** [Insert Name]
- **File/Account Number(s):** [Insert Numbers]
- **Date Range of Records:** [Insert Start Date] to [Insert End Date]
- **Box/Folder IDs:** [Insert Identification Codes]

Destruction Method:
All documents must be destroyed via secure cross-cut shredding to ensure the information is unrecoverable. Please ensure that all destruction is performed in compliance with the company's Data Privacy and Confidentiality policies.

Certification:
Once the destruction process is complete, please provide a signed Certificate of Destruction or a confirmation log including the date, time, and method of disposal for our compliance records.

Authorized By:

_____
[Insert Signature]
[Insert Printed Name]
[Insert Job Title]