**[Date]**

**[Name of Law Firm/Service Provider]**
**[Contact Person Name]**
**[Address Line 1]**
**[Address Line 2]**

**Subject: FORMAL INSTRUCTION FOR PERMANENT DELETION OF DIGITAL CLIENT FILES**

Dear **[Contact Person Name/Records Manager]**,

Regarding the legal matter: **[Matter Name/Case Number]**.

Following the conclusion of our legal engagement and the expiration of any mandatory retention periods required by law or professional regulation, I hereby formally instruct your firm to permanently and securely delete all digital files associated with my account.

This instruction applies to all electronic records, including but not limited to:

- Electronic correspondence and email attachments.
- Scanned documents and digital evidence.
- Drafts, final versions of legal documents, and metadata.
- Files stored on local servers, cloud storage, and backup drives.

Please ensure that the deletion process is irreversible and complies with industry standards for secure data destruction. This request does not apply to any physical documents that have already been returned to me or documents that your firm is legally required to retain for regulatory compliance.

I request a written confirmation via email once the permanent deletion of these digital records has been completed.

Thank you for your cooperation in this matter.

Sincerely,

**[Your Name]**
**[Your Phone Number]**
**[Your Email Address]**