[Date]

[Name of File Storage Provider/Records Manager]
[Address Line 1]
[Address Line 2]

RE: Letter of Instruction for Destruction of Closed Litigation Files

To [Contact Name or Records Manager],

This letter serves as a formal authorization and instruction for the secure destruction of the closed litigation client files listed below. These matters have reached the end of their mandatory retention period as per our firm's policy and applicable legal requirements.

Files Authorized for Destruction:

- Client Name: [Client Name] | Matter No: [Number] | Closed Date: [Date] | Box ID: [ID]
- Client Name: [Client Name] | Matter No: [Number] | Closed Date: [Date] | Box ID: [ID]
- Client Name: [Client Name] | Matter No: [Number] | Closed Date: [Date] | Box ID: [ID]

Please ensure that all documents, including electronic media and physical paper, are destroyed via secure shredding or incineration to maintain attorney-client confidentiality. We require that no documents be disposed of in a manner where they could be reconstructed or read by unauthorized parties.

Upon completion of the destruction process, please provide a **Certificate of Destruction** for our records, detailing the date and method of disposal for each file listed.

If you have any questions regarding these instructions or the specific files listed, please contact [Contact Person] at [Phone Number] or [Email Address] before proceeding.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]
[Law Firm Name]