[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Service Provider Name]
[Contact Person]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Secure Disposal of Media and Hard Drives

Dear [Contact Person],

This letter serves as formal authorization and instruction for the secure destruction and disposal of the hardware assets listed below, currently held by your organization.

1. Identification of Assets:
The following items are designated for immediate destruction:

- [Item Description/Serial Number 1]
- [Item Description/Serial Number 2]
- [Item Description/Serial Number 3]

2. Method of Destruction:
All hard drives and electronic media must be destroyed using a method that ensures data is unrecoverable (e.g., physical shredding or degaussing). The destruction process must comply with [Insert Standard, e.g., NIST 800-88 or NAID] guidelines.

3. Certification:
Upon completion of the destruction process, a formal Certificate of Destruction must be issued to [Your Company Name]. This certificate must include the date of destruction, the method used, and the serial numbers of the destroyed assets.

4. Confidentiality:
All data contained on the media is considered highly confidential. Your organization is responsible for maintaining a secure chain of custody until the physical destruction is finalized.

Please confirm receipt of these instructions and provide an estimated timeline for the completion of this request.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]