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

[Client Name or Organization]
[Client Address]
[City, State, Zip Code]

Subject: Certificate of Data Destruction and Final Confirmation

Dear [Contact Person Name],

This letter serves as formal certification that [Company Name] has completed the secure destruction of all client files and sensitive data associated with [Project Name / Account Number] as of [Date of Destruction].

The following categories of records were processed:

- [Description of Physical Files, e.g., Paper Records, Hard Drives]
- [Description of Electronic Files, e.g., Server Backups, Databases]
- [Other specific materials]

All materials were destroyed in compliance with [Industry Standard, e.g., NIST 800-88 or NAID standards] and our internal data retention policy. Physical documents were rendered unreadable through [Method, e.g., Cross-cut shredding/Incineration], and electronic media were permanently erased using [Method, e.g., Deperming/Cryptographic Erasure/Overwriting].

We confirm that no copies, backups, or summaries of the specified data have been retained by our organization, ensuring full compliance with the confidentiality requirements set forth in our Service Agreement.

Please find the specific Certificate of Destruction number attached for your permanent records: [Certificate ID #].

If you have any questions regarding this process, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]
[Printed Name]
[Title]
[Company Name]