Date: [Insert Date]

To:
[Recipient Name/Records Manager]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Expedited Destruction of Sensitive Client Documents

Dear [Recipient Name],

This letter serves as a formal instruction to initiate the expedited destruction of the following sensitive client documents held by your organization:

- **Client Name/Account Number:** [Insert Details]
- **Description of Documents:** [e.g., Financial Statements, Legal Contracts, Personal Identification]
- **Date Range of Records:** [Insert Dates]
- **Reference/File IDs:** [Insert IDs if applicable]

Due to [Reason for Expedited Request, e.g., legal settlement, contract termination, or data privacy requirements], I am requesting that these files be destroyed no later than [Insert Deadline Date].

Please ensure that the destruction is carried out using secure methods (such as cross-cut shredding or secure incineration) that render the data unrecoverable. Once the process is complete, please provide a formal **Certificate of Destruction** to my attention at the email or mailing address listed below.

Please confirm receipt of this instruction and provide an estimated completion date.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]