Date: [Insert Date]

To: Records Management Department

From: [Insert Name/Department]

Subject: Formal Instruction for Client File Purging

Dear Records Management Team,

This letter serves as a formal instruction to proceed with the purging and permanent destruction of the client files listed below. These records have surpassed the mandatory retention period required by company policy and applicable legal regulations.

Client Details:

- **Client Name:** [Insert Name]
- **Account/File Number:** [Insert Number]
- **Date Range of Records:** [Insert Start Date] to [Insert End Date]
- **File Type:** [Physical/Electronic/Both]

Action Required:

- Verify that no legal holds or active audits exist for these files.
- Securely shred all physical documents.
- Permanently delete all digital records from primary servers and backup drives.
- Update the Records Destruction Log with the date and method of disposal.

Please provide a Certificate of Destruction once the process is complete for our department archives.

If you have any questions regarding these files, please contact me at [Insert Phone/Email].

Sincerely,

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