[Date]

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

RE: Formal Letter of Instruction for Secure Cross-Shredding of Confidential Data

Dear [Contact Name or Department],

This letter serves as a formal instruction regarding the destruction of highly confidential client data currently in your possession or designated for collection on [Date].

Due to the sensitive nature of the information, you are hereby directed to adhere to the following security protocols:

- **Destruction Method:** All physical documents must be destroyed using cross-cut shredding technology to a particle size no larger than [e.g., 2mm x 15mm].
- **Chain of Custody:** A strict chain of custody must be maintained from the point of collection to the point of final destruction.
- **On-Site/Off-Site Requirements:** [Specify if shredding must occur on-site in a mobile unit or at a secure facility].
- **Supervision:** [Optional: Specify if a company representative will be present to witness the destruction].

Upon completion of the shredding process, you are required to provide a formal **Certificate of Destruction**. This certificate must include the date of destruction, the method used, and the signature of the authorized individual overseeing the process.

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]
[Company Name]