[NAME/ORGANIZATION LETTERHEAD]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[EMAIL ADDRESS]

[PHONE NUMBER]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Request for Return or Destruction of Confidential Materials**

Dear [Recipient’s Name],

Pursuant to the terms outlined in [AGREEMENT NAME], dated [DATE OF AGREEMENT], between [ORGANIZATION] and [RECIPIENT’S ORGANIZATION], we hereby request that all confidential materials provided under the agreement be either returned to us or permanently destroyed.

To ensure compliance, we request that you confirm by [*specific deadline, e.g., DATE*]:

* 1. **Return**: That all physical and electronic copies of confidential materials have been returned to [ORGANIZATION], along with any related documentation.
	2. **Destruction**: That all physical and electronic copies of confidential materials, including backups or duplicates, have been destroyed, with no copies retained.

If you choose to destroy the materials, we request a written certification confirming that destruction has been completed in accordance with the terms of the agreement.

Should you have any questions regarding this request, or if additional time is needed to complete these actions, please contact [Name], [Title] at [Email Address/Phone Number].

Thank you for your prompt attention to this matter.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]