

Data Erase Confirmation

This letter is to confirm that on ***insert date*** I have cleared the memory of the equipment listed below using the (*insert Memory Clear or Hard Drive Format*) that is a standard feature of the unit.

Insert Account Name
Insert Account Address
Insert Machine Location (if available)
Insert Device Model Number
Insert Serial Number

Your memory data was cleared by:
Insert GFC Associate Name



Hard Disk Drive Destruction

This letter is to confirm that on ***insert date here***, we have removed and destroyed the hard disk drive from the equipment listed below.

Insert Account Name
Insert Account Address
Insert Machine Location (if available)
Insert Device Model Number
Insert Serial Number

The hard disk drive was destroyed by:
Insert GFC Associate Name