***[insert Production Company letterhead]***

***[insert Date]***

***[insert Production Company Name]***

***[insert Production Company Address]***

**Program Title:**

**Season Number:**

**Number of Episodes:**

To Whom It May Concern:

As per our Master Agreement with Discovery, the original Source Footage for the Program will be retained and stored for a Retention Period of not less than four (4) years from the final program master delivery. The Source Material is stored in the following secure and suitable location to preserve the quality and integrity of such material:

*[insert facility name]*

*[insert facility address]*

Upon request, at any time during the Retention Period, original Source Footage will be delivered to Discovery.

Three (3) months prior to the expiration of the Retention Period, the Discovery Production Management lead on the Program or the Discovery Production Operations team will be notified that the destruction date is approaching. Upon approval from Discovery, the Source Footage will be destroyed and a Certificate of Destruction will be uploaded to the Producer’s Portal.

Sincerely,

*[insert name, title, and signature of Production Company representative]*