

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Document Retention Policy

I am writing to inform you about our company's document retention policy, which is aimed at ensuring that we maintain essential records while complying with legal and regulatory requirements.

1. **Purpose:**

The purpose of this policy is to outline the types of documents we retain, the duration for which they are kept, and the procedures for the proper management and disposal of documents.

2. **Retention Periods:**

- Financial Records: [Specify duration]
- Employee Records: [Specify duration]
- Contracts and Agreements: [Specify duration]
- Other Relevant Documents: [Specify duration]

3. **Storage Methods:**

Documents will be stored in both physical and electronic formats, with electronic records backed up regularly.

4. **Disposal Procedures:**

At the end of their retention period, documents will be reviewed for potential destruction or archiving, following appropriate confidentiality protocols.

We appreciate your cooperation in adhering to this policy to ensure the integrity and security of our company's information. For any inquiries or further clarification, please feel free to reach out.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]