

[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Business Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Record-Keeping Documentation

I hope this letter finds you well. As part of our ongoing commitment to maintain accurate and organized records, we are reaching out to provide an overview of our record-keeping practices and to request any necessary information from you.

1. **Purpose of Record-Keeping**

- To ensure compliance with legal and regulatory requirements.
- To facilitate transparency and accountability within our business operations.
- To maintain efficient communication with our stakeholders.

2. **Types of Records Maintained**

- Financial documents (invoices, receipts, bank statements).
- Employee records (contracts, performance reviews, attendance).
- Operational documents (meeting minutes, project updates).

3. **Record Retention Policy**

- All records will be retained for a minimum of [X years], in accordance with legal guidelines.
- Documents that are no longer necessary will be securely disposed of or archived.

To assist us in our record-keeping efforts, please provide the following information by [specific date]:

- [List any specific records or documentation needed].

Your cooperation is greatly appreciated as we work to uphold these standards. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]