

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Subject: Request for File Preservation

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request the preservation of specific files relevant to [brief description of the subject matter, e.g., the ongoing litigation, investigation, project, etc.]. As these documents are critical to [explain the reason for preservation, e.g., compliance, legal obligations, etc.], it is imperative that they remain intact and accessible.

Please ensure that the following files are preserved:

1. [File Name/Description]
2. [File Name/Description]
3. [File Name/Description]

It is important that no alterations, deletions, or updates occur to these files without prior consent. Should you have any questions or require further clarification regarding this request, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Organization]