

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Record Retention Policy Compliance

I hope this message finds you well. As part of our ongoing commitment to compliance and best practices, I would like to remind you of our record retention policies regarding [specific records/documents] as per [reference to specific policy or regulation].

Please ensure that the records are retained for the required duration and that any records identified for destruction are disposed of in accordance with our guidelines.

For your reference, here is a summary of the retention periods for the relevant documents:

- [Document Type 1]: [Retention Period]
- [Document Type 2]: [Retention Period]
- [Document Type 3]: [Retention Period]

If you have any questions or need further clarification regarding our record retention policy, please do not hesitate to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]