

\*\*[Your Name]\*\*  
\*\*[Your Title]\*\*  
\*\*[Your Company/Organization]\*\*  
\*\*[Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*[Recipient's Name]\*\*  
\*\*[Recipient's Title]\*\*  
\*\*[Recipient's Company/Organization]\*\*  
\*\*[Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
Dear [Recipient's Name],  
\*\*Subject: Data Retention Policy Overview\*\*  
1. \*\*Introduction\*\*  
- Purpose of the letter  
- Importance of data retention  
2. \*\*Current Data Retention Practices\*\*  
- Overview of current practices  
- Types of data retained  
3. \*\*Compliance and Legal Considerations\*\*  
- Relevant laws and regulations  
- Compliance measures in place  
4. \*\*Retention Timeline\*\*  
- Duration for data retention  
- Review and update processes  
5. \*\*Data Disposal Procedures\*\*  
- Methods for secure data disposal  
- Ensuring confidentiality  
6. \*\*Conclusion\*\*  
- Importance of proper data retention  
- Invitation for questions or discussions  
Thank you for your attention to this important matter.  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Company/Organization]