

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

Dear [Recipient's Name],

Subject: Record Keeping - Summary of Records

I hope this letter finds you well. I am writing to provide an overview of the records we have maintained in relation to [specific subject or project]. Below is a summary of the records compiled thus far:

1. ****Record Type/Name****: [Description]
 - Date: [Date]
 - Purpose: [Purpose of record]
 - Current Status: [Status]
2. ****Record Type/Name****: [Description]
 - Date: [Date]
 - Purpose: [Purpose of record]
 - Current Status: [Status]
3. ****Record Type/Name****: [Description]
 - Date: [Date]
 - Purpose: [Purpose of record]
 - Current Status: [Status]

Please let me know if you require any additional information or clarification regarding these records. I look forward to your feedback. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]