

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

Dear [Recipient Name],

Subject: Request for Maintenance of Records

I hope this letter finds you well. I am writing to formally request the maintenance and organization of records pertaining to [specific records or subjects involved].

As you are aware, accurate record-keeping is essential for [mention the purpose or importance, such as compliance, efficient operations, etc.]. It helps in ensuring that [mention any benefits of good record maintenance].

Please ensure that the records are updated regularly and maintained in accordance with our policies and applicable regulations. The following types of records need special attention:

- [Type of Record 1]
- [Type of Record 2]
- [Type of Record 3]

I appreciate your attention to this matter and look forward to your confirmation of receipt of this request. Should you require any further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization Name]