

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

Dear [Recipient Name],

Subject: Request for Record Preservation

I hope this message finds you well. I am writing to formally request the preservation of specific records pertaining to [briefly describe the nature of the records, e.g., "the financial transactions for the fiscal year 2022"].

Given the importance of these documents for [state the purpose, e.g., "upcoming audits" or "ongoing investigations"], we kindly ask that all related records be maintained and secured until further notice.

Please confirm receipt of this request and your commitment to preserving these records. If you have any questions or require further information, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]