

[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: Record Management Request

I hope this letter finds you well. I am writing to formally request [specific records or information] for the purpose of [explain the purpose, e.g., audit, compliance, research, etc.].

As per our record management policies and procedures, I would appreciate your assistance in providing the following:

- [List specific documents or information needed]
- [List any relevant dates, timeframes, or other specifics]

Please let me know if there are any forms or procedures I should complete to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]