

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

Dear [Recipient Name],

I am writing to formally request the implementation of NTFS encryption on [specific drives or folders] within [specify location or department] for enhanced data security.

As you may know, NTFS encryption provides robust protection for sensitive information against unauthorized access. Implementing this encryption will help ensure that our data remains confidential and secure.

I believe the adoption of this technology aligns with our commitment to safeguarding our information assets and complies with our security policies.

Please let me know if you require any further information or if a meeting is needed to discuss this request in detail.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Contact Information]