

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: NTFS Data Retrieval Request

I hope this letter finds you well. I am writing to formally request assistance with data retrieval from an NTFS formatted drive. The details of the drive are as follows:

- **\*\*Drive Type\*\***: [e.g., External Hard Drive, USB Flash Drive]
- **\*\*Capacity\*\***: [e.g., 1TB, 500GB]
- **\*\*Issue\*\***: [e.g., Drive not recognized, accidental deletion, file corruption]
- **\*\*Date of Incident\*\***: [e.g., MM/DD/YYYY]

I have attempted the following steps in order to recover the data:

- [Step 1: Description]
- [Step 2: Description]
- [Step 3: Description]

Unfortunately, these measures have not been successful. I would greatly appreciate your expertise in recovering the lost data. Please let me know the next steps, as well as any potential costs associated with this service.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]