

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Request for File Recovery on NTFS Drive

Dear [Recipient Name],

I hope this message finds you well. I am writing to request assistance with file recovery regarding my NTFS-formatted drive. Unfortunately, I have encountered an issue that has resulted in the loss of important files.

Details of the drive:

- Drive Model: [Model Name/Number]
- Capacity: [Total Capacity]
- Approximate Date of Loss: [Date]
- Types of Files Lost: [List of File Types, e.g., .docx, .xlsx, etc.]

I have taken the following steps in an attempt to recover the files:

1. [Step 1, e.g., checked the recycle bin]
2. [Step 2, e.g., attempted file recovery software]
3. [Step 3, e.g., performed a disk check]

Despite these efforts, I have been unable to restore the files myself. I understand that your expertise in data recovery could significantly assist me in this matter.

Please let me know your availability for a consultation or if you require further information from my side. I appreciate your time and assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]