

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

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

[City, State, Zip Code]
Subject: NTFS Recovery Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request assistance in recovering data from an NTFS file system associated with [describe the specific situation, e.g., a malfunctioning hard drive, deleted files, etc.].

Details of the issue:

- Device Type: [e.g., hard drive, SSD]
- Model Number: [model number]
- Date of Incident: [date]
- Description of loss: [brief description]

I would appreciate your guidance on the recovery process and any steps I need to take on my end.

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

Sincerely,
[Your Name]