[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Verification of NTFS Settings
I hope this message finds you well. I am writing to request a
verification of the NTFS (New Technology File System) settings for
[specify the system or server name, location, etc.].
As part of our routine maintenance and security protocols, it is crucial
to ensure that the NTFS permissions and settings align with our
organization's policies and best practices. Specifically, I would
appreciate it if you could confirm the following settings:
1. **File and Folder Permissions:**
 - Are the necessary permissions applied to shared folders?
 - Are there any unauthorized changes in the permissions structure?
2. **Ownership Settings:**
 - Who currently owns the critical files and folders?
3. **Audit Policies:**
 - Are auditing options enabled for sensitive data access?
4. **Shadow Copies:**
 - Are shadow copies configured correctly for data recovery?
Please provide the requested verification at your earliest convenience.
If you need any further information or access to perform the checks, do
not hesitate to reach out.
Thank you for your cooperation.
Sincerely,
[Your Name]
[Your Job Title]
[Your Company/Organization Name]