

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

Subject: Data Recovery Request for QNAP Device

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request assistance with data recovery from my QNAP NAS device, model [Model Number], serial number [Serial Number].

The issue arose on [Date of Incident], when [brief description of the problem, e.g., "the device became unresponsive" or "data became inaccessible"]. I have attempted basic troubleshooting steps, including [list any steps taken, e.g., "rebooting the device, checking connections"], but unfortunately, I have not been able to recover the data.

The data in question is critical for [describe the importance of the data, e.g., "business operations", "personal memories"]. I would greatly appreciate your expertise in recovering this information.

Please let me know the necessary steps I need to take and any potential costs involved. I am willing to provide any additional details required for this process.

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

Sincerely,
[Your Name]