

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

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

Dear [Recipient Name],

Subject: Submission of Sensitive Files

I hope this letter finds you well.

I am writing to submit the following sensitive files as per our recent discussions/agreements:

1. [File Name/Description 1]
2. [File Name/Description 2]
3. [File Name/Description 3]

These documents are intended for [specific purpose or project], and I kindly request that they be handled with the utmost confidentiality. Please find these files attached/enclosed [if applicable, specify how the files are being sent]. If you have any questions or require further information, feel free to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]