

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

[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: File Transfer Request

I hope this message finds you well. I am writing to request the transfer of specific files related to [describe the purpose or context of the files].

The files I would like to transfer are as follows:

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

Please let me know the format in which you prefer to receive these files, as well as the preferred method for the transfer (e.g., email, secure server, etc.).

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

Best regards,

[Your Name]
[Your Title]
[Your Company/Organization]