

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Confirmation of Removal of Dated Collections**

Dear [Recipient's Name],

We are writing to confirm the removal of the dated collections as discussed. This decision has been made to streamline our records and enhance our data management processes.

The specific collections to be removed are as follows:

- [Collection Name 1]
- [Collection Name 2]
- [Collection Name 3]

The removal will take effect on [Effective Date]. Please ensure that all related data is prepared for deletion prior to this date.

If you have any questions or need further clarification, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]