

Letter of Expression to Prevent Excess Data Exchange

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the ongoing concern regarding the exchange of data within our current project/partnership.

While I appreciate the collaborative efforts made thus far, I believe it is essential to establish clear guidelines to prevent excess data exchange that may lead to inefficiencies and data overload. Maintaining a streamlined data communication process will enhance productivity and safeguard sensitive information.

Therefore, I propose a meeting to discuss and outline specific data exchange protocols that align with our objectives while mitigating unnecessary data sharing. This approach will enable us to work more effectively together.

Thank you for considering this important matter. I look forward to your feedback and hope to arrange a discussion soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]