

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the restriction of data distribution pertaining to [specific data or project name]. Given the sensitivity of the information involved and its potential impact, it is crucial that we limit access to authorized personnel only.

In accordance with our previous discussions and the policies outlined in [relevant policy or guideline], I believe that restricting access to the specified data will help us maintain confidentiality and protect both our organization and stakeholders.

I kindly ask you to consider this request at your earliest convenience. Should you require any further information or wish to discuss this matter, please do not hesitate to contact me directly.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]