

# Access Request for Digital Files

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request access to specific digital files pertinent to my legal review regarding [briefly explain the purpose]. The files I am requesting include:

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

This request is made in accordance with [mention any applicable laws or guidelines]. I would appreciate your prompt attention to this matter, and I kindly request that you provide the files by [insert deadline, if applicable].

If you require further information or clarification regarding this request, please feel free to contact me at [your phone number] or [your email].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title, if applicable]