

# Request for Access to Employee Digital Files

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Department]

[Your Contact Information]

To: [Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to the digital files of [Employee's Name] for the purpose of [briefly explain reason, e.g., performance evaluation, compliance, etc.].

As part of my role as [Your Position], it is essential that I review these files to [specific reason related to your duties]. I ensure that all information will be handled with the utmost confidentiality and in accordance with company policy.

I appreciate your assistance in facilitating this request and look forward to your prompt response. Please let me know if you require any additional information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]