

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Title  
Company/Organization Name  
Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request that all correspondence regarding [specific topic or matter] be conducted in writing. This is to ensure clarity and maintain an accurate record of our discussions.

I believe this approach will help facilitate more organized communication and prevent any misunderstandings. I appreciate your understanding in this matter and look forward to your cooperation.

Thank you for your attention to this request. Please feel free to reach out if you have any questions.

Sincerely,  
[Your Name]