

## **Subject: Requirement for All Exchanges to be in Writing**

[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],

We are writing to formally communicate our requirement that all exchanges and communications related to [specific project or context] be conducted in writing. This policy is established to ensure clarity, accountability, and accurate documentation of all discussions and agreements made between our parties.

We appreciate your cooperation in adhering to this policy, which will facilitate a smoother operation and minimize misunderstandings. Please feel free to reach out via email or formal letter for all future communications.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]