

# Data Backup Confirmation Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Confirmation of Data Backup

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation regarding the recent data backup that was scheduled for [Insert Date of Backup].

Please let me know if the backup has been completed successfully and if all relevant data has been secured. Additionally, if there were any issues during the backup process, I would appreciate your prompt feedback.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]