

Data Backup Recovery Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Data Backup Recovery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the recovery of data from our backup system. We have encountered a situation where certain critical files were lost, and we believe that restoring the data from our backups is necessary to maintain our operations.

Details of the Request:

- **Data Type:** [Specify the type of data]
- **Date of Loss:** [Specify the date of data loss]
- **Backup Date:** [Specify the date of the relevant backup]
- **Specific Files/Directories:** [List any specific files or directories if applicable]

We appreciate your assistance in this matter and would be grateful if you could expedite the recovery process. Please let me know if you require any further information to facilitate this request.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]