

Important Data Preservation Alert

Dear [Recipient's Name],

We are reaching out to inform you about the importance of preserving critical data related to [specific project or subject].

As you may know, the deadline for data submission and preservation is approaching on [insert date]. It is crucial that all necessary data is backed up and secured to prevent any loss.

To ensure the integrity of our data, please follow these steps:

- Check that all files are complete and accurate.
- Ensure relevant documentation is included.
- Upload all necessary files to our secure server by the deadline.
- Contact IT support if you experience any issues.

If you have any questions or require assistance, please do not hesitate to reach out to [Contact Information].

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]