

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Address]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Recipient Address]

Subject: Deadline for File Transfer and Required Acknowledgment

Dear [Recipient Name],

This letter is to formally request the transfer of the following files/documents:
[List of Files/Projects]

Please ensure that all relevant data is transferred via [Transfer Method, e.g., Secure Portal/Email/Hard Drive] no later than **[Deadline Date]** at **[Deadline Time]**.

Upon completion of the transfer, you are required to sign and return the attached Acknowledgment Form or reply to this message confirming that:

- All requested files have been successfully sent.
- The data provided is complete and accurate.
- Access permissions have been granted to the authorized personnel.

Failure to meet this deadline may result in [Consequence/Project Delay]. If you anticipate any technical difficulties, please contact [Name/Department] immediately.

Thank you for your prompt cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]