

Demand for Handover of Primary Records

Date:

To:

Address:

Subject: Demand for Handover of Primary Records

Dear ,

I am writing to formally request the immediate handover of the following primary records:

1.
2.
3.

Please send the above records to the address listed below within days from the date of this letter.

Address for Delivery:

Kindly acknowledge receipt of this demand at your earliest convenience. Failure to comply may result in further action.

Sincerely,
