

Data Export Request Template

This template is designed to help your team submit a clear, complete, and professional data export request to your current software vendor.

Hi **[First Name]**,

We are requesting a full export of all data related to our business in preparation for an upcoming data migration to a new platform. This request is being made with our full authorization and consent as the data owner.

If available, we would appreciate receiving the following data:

- All case records, including vitals and death certificate information
- All related next-of-kin, family, friends, informants, and other associated contacts
- All financial data, including contracts, contract line items, payments, refunds, adjustments, and transactions
- Any documents or files uploaded or attached to the above cases
- Rolodex or contact records for frequently used vendors, businesses, or service providers

If possible, please provide the data in a structured, machine-readable format (such as CSV, Excel, or a database export). If there are standard export formats you typically provide, we are happy to work with those.

Please let us know if you require any additional authorization, have questions about the scope of this request, or can provide an estimated timeline for delivery. We appreciate your assistance and cooperation.

Thank you,
[Your Name]