Date:

Subject: File Sharing Consolidation and Deduplication Project

Dear [sender],

We confirm that we have received your directive related to having multiple file-sharing methods and we appreciate your forward-looking approach to address this issue before it cause more confusion. Or team is committee to streamlining the file-sharing processes, and we will take the following steps per your request:

File Migration and Deduplication:

File Migration:

All shared files should be migrated to a single desinated area for data sharing.
A solution should be chosen for hosting the file share. [Specify selection]

Deduplication Script:

A simple script will be create to compare file hashes and remove duplicates.
Script Details: [Provide high-level overview or attach scripts]
Report Inclusion:
Solution Choice and Justification:

provide a detailed description of the selected solution for hosting th file share, including reasons why it was chosen

Deduplication scripts

Overview of the scripts create to complete deduplication effort

Removed duplicates report

A report listing files that were removed as duplicates, and:

path of the version that was not removed
has of the file

Project timeline:
We ensure that updates will be provided on the progress and the final report will be delived promptly upon the project completion.

If any specific preferences or requirements arise, please feel free to share them. The goal here is to strengthen efficiency and organization within the file-sharing systems.

Thank you,

Sincerely,

[name.