

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the following documents:

[List the specific documents you are requesting]

These documents are needed for [briefly explain the purpose, e.g., personal records, legal matters, etc.]. I would appreciate your assistance in providing these documents at your earliest convenience.

If there are any forms or fees required for this request, please let me know. I can be reached at [your phone number] or [your email address] for any further information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]