

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request copies of my personal documents, specifically [list the documents you are requesting, e.g., birth certificate, employment records, etc.]. These documents are required for [mention the purpose, e.g., verification, legal processes, etc.].

If there are any forms or identification required to process this request, please let me know. I would appreciate your assistance in expediting this request, if possible.

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

Sincerely,

[Your Name]