

[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],
Subject: Document Request

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

1. [Document Name/Description]
2. [Document Name/Description]
3. [Document Name/Description]

These documents are needed for [state the purpose briefly, e.g., "furthering my research" or "processing my application"]. I would appreciate it if you could provide them by [specific date, if applicable].

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]