

[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 specific property documents related to [Property Address or Description], which I believe are held by your office.

Specifically, I am seeking the following documents:

1. [Document Type 1]
2. [Document Type 2]
3. [Document Type 3]

Please let me know if there are any fees associated with this request or if additional information is needed to process it. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]