

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Landlord's Name]
[Property Management Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a copy of the rental documents for my lease at [Property Address].

As a tenant, I would like to ensure that I have all necessary documentation regarding the terms of my lease agreement and any recent updates or amendments.

Please let me know if there are any forms I need to complete or if there are any fees involved in processing this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

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