

[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 am writing to formally request the following documents:

[List the specific documents you need, e.g., "copy of my employment records," "financial statements for 2022," etc.].

The purpose of this request is [explain briefly why you need the documents, if necessary].

Please let me know if you require any additional information to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]