

Subject: Request for Documents

Hi [Colleague's Name],

I hope this message finds you well. I am writing to request [specific documents] that are required for [reason or project name] by [deadline if applicable].

If you could provide these documents at your earliest convenience, it would be greatly appreciated. Please let me know if you need any further information or assistance.

Thank you in advance for your help!

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]