

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Re: Request for Documents

I hope this letter finds you well. I am writing to formally request copies of documents pertaining to [briefly describe the documents you are requesting, e.g., "the contractual agreements dated from January 2020 to December 2021"].

Under [applicable law or regulation], I am entitled to request access to these documents for the purpose of [explain the reason for your request, e.g., "for my records," "to resolve a dispute," etc.].

Please provide the requested documents by [insert deadline, e.g., "two weeks from the date of this letter"]. If you require any additional information or clarification, please do not hesitate to contact me.

Thank you for your prompt attention to this matter. I look forward to your reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

[Your Company Name (if applicable)]