

[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],

Subject: Request for Documentation

I am writing to formally request the following documentation:

[List the specific documents you need, including any relevant details such as dates, types of documents, etc.]

The requested documents are necessary for [explain the purpose, e.g., personal records, legal matters, job application, etc.]. I appreciate your attention to this matter and would be grateful if you could provide the documentation at your earliest convenience.

If there are any forms or processes I need to complete or if there is a fee for obtaining these documents, please let me know how to proceed.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]