

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supplier's Name]
[Supplier's Company]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Request for Documents

I hope this message finds you well. We are currently in the process of [briefly explain the purpose, e.g., reviewing our records, preparing for an audit, etc.], and we require specific documents to proceed effectively.

Could you please provide us with the following documents at your earliest convenience?

1. [Document 1 Description]
2. [Document 2 Description]
3. [Document 3 Description]

If you have any questions or need further clarification regarding our request, please feel free to reach out. Your prompt assistance will greatly help us in maintaining our records accurately.

Thank you for your cooperation. Looking forward to your response.

Best regards,

[Your Name]
[Your Position]
[Your Company]