

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

Dear [Recipient Name],

I am writing to formally request the retrieval of the following documents:

1. [Document Name/Type]
2. [Document Name/Type]
3. [Document Name/Type]

These documents are necessary for [brief explanation of purpose]. Please let me know if there are any forms or fees required for this process.

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

Sincerely,

[Your Name]