

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request copies of my employment documents, including my employment contract, any onboarding materials, and relevant tax information.

As I am currently updating my records and preparing for upcoming financial obligations, having access to these documents would be greatly beneficial.

Please let me know if you require any additional information to process this request. I appreciate your assistance and prompt attention to this matter.

Thank you very much.

Sincerely,  
[Your Name]