

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

Dear [Recipient's Name],

Subject: Request for PBX User Manual

I hope this message finds you well. I am writing to request a copy of the user manual for the PBX system utilized at our facility. Access to the comprehensive manual will help our team ensure effective use of the system and address any operational challenges we may encounter.

We would greatly appreciate it if you could provide the manual in either digital or hard copy format at your earliest convenience.

Thank you for your assistance.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]