

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

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

Subject: Request for Legal Documentation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the following legal documentation pertaining to [specific matter or case name/number]. The documents are needed for [briefly explain the purpose, e.g., "my ongoing legal proceedings" or "personal records"].

The specific documents I am requesting are:

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

I would appreciate it if you could send the documents at your earliest convenience. If you require any further information or if there are any fees associated with obtaining these documents, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title/Position (if applicable)]