

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

Clerk of the Court

[Name of the Court]

[Address of the Court]

[City, State, Zip Code]

Re: Request for Documents - Case No. [Your Case Number]

Dear Clerk of the Court,

I am writing to formally request copies of the following documents related to my case (Case No. [Your Case Number]):

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

Please let me know if there are any forms or fees required to process this request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]