

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

[Recipient Name]
[Recipient Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Request for Work Product Submission

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the submission of work products related to [specific project or task].

As per our previous discussions and agreements, the following documents are required for completion:

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

Please find the relevant attachments included with this request. These documents are critical for [explain the purpose - e.g., project assessment, compliance review, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Should you have any questions or need further clarification, please do not hesitate to contact me.

Thank you for your cooperation.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

Attachments:

1. [Attachment Name 1]
2. [Attachment Name 2]
3. [Attachment Name 3]