

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request documentation regarding my missed work due to [specific reason, e.g., illness, personal leave] on [specific dates]. It is important for me to have this information for my records and to ensure that all necessary protocols are followed.

If you could provide the relevant documentation at your earliest convenience, I would greatly appreciate it. Please let me know if you need any additional information from my side to expedite this request. Thank you for your attention to this matter.

Sincerely,

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