Formal Request Letter

[Sender Name]

[Company Name]

[Date]

[Recipient Name]

[Designation]

[Company Name]

[State, Zip Code]

Dear Name

We, at X and Y, are delighted to be working with you. We apologize for the inconvenience of having not yet received a copy of your contract as promised by you. To decide about your offer, we require a genuine copy. If you examine it right away, it will be quite beneficial.

We are eager to move forward with our plan, but we need the information stated in the contract before we can proceed. We would appreciate if you could send us a copy as soon as possible.

Please do not hesitate to contact me at [phone number] for any further questions or clarifications.

Thanks, and Regards,

[Sender Name],

Director