Email Request for Document

Dear Mr Mark,

I am writing to request a copy of the [party name] financial transaction arrangement for the [year] as well as the legal document that details our agreement with [Company Name]. I'll need the M&B Electronics financial deal for the period of January through December to create our clients' annual report, which I will submit to the board of directors this month. I'll need the legal document that establishes our agreement with [Company Name] so that my lawyers can make any required modifications to the contract.

This document may be sent to this email address or regular business mail. To bring it to my department, you may also send it via the company's office messenger. I would be grateful if you could deliver this paper by [date].

If you have any questions or concerns, please do not hesitate to reach out to me. You can contact me either through this email or by phone at [phone no]. I would be more than happy to help in any way possible.

Thank you for your time.

Sincerely,

[Your Name]

[Designation]