Sample Request Letter for Documents

Company Name

[Your Name]

[Address]

[City, State, Zip Code]

[Date]

[Contact Name]

[Company name]

[Insert address]

[City],

[State] [Zip code]

[Mr./Ms.] [Last Name],

I am writing to request a copy of the [name of document] signed on [date] between [parties involved]. This document is important because [provide reasoning for why you need the document, such as needing it for your records or to renew a lease]. I would appreciate receiving a copy of this document as soon as possible. Thank you for your time and attention to this matter.

Please send the document to me via [specify how you want to receive the document (postal mail or email)]. Please submit it to [mailing address] no later than [insert when the document is required].

If more information is required to process this request or if it must be delivered in a different manner, please let me know as soon as possible. I may be reached at [phone number] or [email address].

Thank you in advance for your assistance with this matter.

Regards,

[Signature]

[Printed Name]