Company Name

[Your Name]
[Address]
[City, State, Zip Code]

[Insert date]

[Contact Name]
[Company name]
[Insert address]
[City], [State] [Zip code]

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

The purpose of this letter is to formally request a copy of the *[insert specific document you are seeking, including both the title of the document and the names of the involved parties]*. This document *[include relevant details, such as when it was signed (in the case of a lease or contract), its effective date (in the case of a warranty agreement or insurance policy), or relevant identifier (such as a policy number, document control number, etc.)]*.

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

If additional information is needed to process this request or if it needs to be submitted in a different way, please let me know immediately. I can be reached at [insert phone number] or [insert email address]. Thank you in advance for your assistance with this matter.

Regards,

[Signature]

[Printed Name]