

Requesting Documents From Client

From,
Hilda Haynes
778-9383 Suspendisse Av.
Weirton IN 93479
(326) 677-3419

02/02/2019

To,
Adria Russell
414-7533 Non-Rd.
Miami Beach North Dakota 58563

Subject: (_____)

Dear Hilda Haynes,

I Hilda Haynes working with ----- (company name) as a (job title) would like to connect with you to complete the process of receiving documents ----- (mention the list of documents). The deal/contract ----- (mention the purpose of the document) was finalized ----- (mention the time) and now as we are reaching to the completion stage of the ----- (purpose) it is important that we receive the above-stated documents, so that all the formalities can be completed on time. We would request you to send the below-listed documents at the address mentioned below:

Address -----

In case you have query or doubt, then please feel free to contact us anytime. We would request to process these documents at the earliest as we have to follow certain steps to complete the process. We have also attached a list of documents that will help you in the verification process and will enable you to issue the documents as soon as possible.

Yours thankfully,

Your Sincerely,
Your Signature
Hilda Haynes



Sample Business Letter Requesting Documents

AN Whitehead



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