

# Formal Request Letter For Documents

From,  
Edward Nieves  
928-3313 Vel Av.  
Idaho Falls Rhode Island 37232  
(802) 668-8240

01/01/2019

To,  
Margaret Joseph  
P.O. Box 508 3919 Gravida St.  
Tamuning Washington 55797

Subject: (\_\_\_\_\_)

Dear Margaret Joseph,  
I Edward Nieves working/student enrolled with ----- (mention name) located at ----- (mention the location). I have been associated with the company/institution since ----- (mention years). The letter is to inform you about the collection of my document ----- (mention document name) to be collected from your office on ---- (date) and located at ----- (mention location). However, I won't be able to come and collect the document from the authorities, so, I would request you to send the documents at the below-mentioned address.

Address -----

For your reference, I am also attaching the list of verification documents that can be used as proof of my identity and authenticity. I will be looking forward to receiving the document at the mentioned date and at the address stated above.

I would also like to thank you for your support and cooperation.

Yours truly,  
Edward Nieves  
Signature



# Sample Request Letter For Documents

**United States. Congress. House.  
Committee on Government Operations**

## **Sample Request Letter For Documents:**

## Reviewing **Sample Request Letter For Documents**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Sample Request Letter For Documents**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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