

# 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 Letter Request For Documents

**Suzanne Russo Adams**



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