

To,

[Name of Recipient]

[Designation of Recipient]

Date:

Subject: Letter to Request a Copy of an Official Document

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to request a copy of minutes of the shareholders meeting held on [mention day and date]. I just want to go through some major issues that were discussed in that meeting so for that purpose, I would be requiring the minutes of that meeting.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

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Service**

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