

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]

Sample Letter Of Request For Official Document

**United States. Internal Revenue
Service**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the United States Internal Revenue Service text.

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Official Documents, Comprising the Department and Other Reports Made to the Governor, Senate and House of Representatives of Pennsylvania ,1909 **Apache HTTP Server 2.2 Official Documentation - Volume I. Server Administration** The Apache Software Foundation, 2010-04 The Apache HTTP Server 2 2 Official Documentation books covers all aspects of using and managing for the world s most popular web server

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Georgetown University Round Table on Languages and Linguistics (GURT) 1991: Linguistics and Language

Pedagogy James E. Alatis,1992-04-01 *Unfair Labor Practice Case Handling Manual* ,1999 GAO Documents United States. General Accounting Office,1987 Catalog of reports decisions and opinions testimonies and speeches **Official Documents, Comprising the Department and Other Reports Made to the Governor, Senate, and House of Representatives of Pennsylvania** Pennsylvania,1889 **The African American Parent Guide to Public School Success** Kevin L. Brown,Urban Renaissance Project,2003-08 *Patent and Trademark Office Notices* United States. Patent and Trademark Office,2004 **Consolidated Listing of Official Gazette Notices Re Patent and Trademark Office Practices and Procedures** ,2007 Apache HTTP Server 2.2 Official Documentation - Volume III. Modules (A-H) Apache Software Founda The Apache Software Found,The Apache Software Foundation,2010-04 The Apache HTTP Server 2 2 Official Documentation books covers all aspects of using and managing for the world s most popular web server **A Bibliography of Virginia ...: Titles of the printed official documents of the Commonwealth, 1776-1916** Virginia State Library,Earl Gregg Swem,1917 Contents pt 1 Titles of books in the Virginia State Library which relate to Virginia and Virginians the titles of those books written by Virginians and of those printed in Virginia but not including published official documents pt 2 Titles of the printed official documents of the Commonwealth 1776 1916 pt 3 The Acts and Journals of the General Assembly of the Colony 1619 1776 pt 4 Three series of sessional documents of the House of Delegates January 7 April 4 1861 September 15 October 6 1862 and January 7 March 31 1863 pt 5 Titles of the printed documents of the Commonwealth 1916 1925

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