

# 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 Letter Requesting Documents

**R Sanford**



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web block diagram showing receiver of a pick n place robot the system consists of two motors for providing motion to the whole robot and two other motors to provide the arm motion the end effector or the gripper needs to be controlled to apply proper pressure on the object to handle it effectly to give it a soft grip

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web based on the user commands the robot moves and pick and place the objects the robotic arm used here is similar to a human arm which is programmed to perform the pick and place functions the remainder of this paper is organized as follows the section 2 provides information about the existing works section 3 gives details of the proposed

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