

# 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

