

# Documentation Request Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request documentation regarding recent technical support interactions we have had with your team, specifically centered on [briefly describe the issue or support received].

To ensure proper record-keeping and to assist with our internal review process, we would appreciate if you could provide the following:

- Details of all interactions, including dates and times.
- Any troubleshooting steps that were taken.
- Final resolution provided, if applicable.
- Any relevant documentation or manuals that were referenced.

We believe that this information will be invaluable for our ongoing projects and help us improve our processes in the future. If possible, please send the requested documents by [insert deadline].

Thank you for your assistance. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]