

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in obtaining the missing shipping documentation for our recent order #[Order Number], placed on [Order Date].

Despite our efforts to locate these documents, we have been unable to retrieve them. The missing documents include [list specific documents, e.g., invoice, bill of lading, etc.]. These are critical for our records and to ensure smooth processing on our end.

We appreciate your prompt attention to this matter and look forward to your response. Please let me know if you require any additional information to expedite the process.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]