

Inquiry for Missing Paperwork

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of some paperwork that appears to be missing from our records. We were expecting to receive the following documents:

- [Description of Missing Document 1]
- [Description of Missing Document 2]
- [Description of Missing Document 3]

These documents are crucial for [explain the reason, e.g., timely processing, record keeping], and any assistance you can provide in locating them would be greatly appreciated.

If you have already sent these documents, please let me know the date of dispatch and any tracking information available. If not, I kindly ask you to send them at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]