

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your assistance in preparing the necessary business documents for our upcoming project.

We require the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

Please let me know what information you need from our end to expedite this process. We aim to complete this by [specific deadline].

Thank you for your cooperation. I look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]