

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request documentation related to the upcoming disciplinary meeting scheduled on [date of meeting]. As part of my preparation, I would appreciate it if you could provide me with the necessary information and any relevant materials that will be discussed during the meeting.

Specifically, I would like to receive the following:

- Details of the allegations against me
- Any evidence or documents that will be presented
- Information on witnesses, if applicable

Understanding the details and context prior to the meeting will help me respond appropriately and ensure a fair process. I appreciate your cooperation in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]