

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder regarding the outstanding documents that we discussed on [Date]. We would appreciate it if you could send us the following documents at your earliest convenience:

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

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name][Your Position]

[Your Company]

[Your Contact Information]