

Personal Injury Documentation Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request documentation related to my personal injury claim resulting from an incident on [Date of Incident]. This documentation is essential for the ongoing processing of my claim.

Specifically, I am requesting the following documents:

- Medical records related to the treatment of my injuries
- Bill statements for medical services rendered
- Incident reports filed by law enforcement or involved parties
- Any correspondence related to the claim

Please send the requested documents to my address mentioned above or via email at [Your Email Address]. If you have any questions or require additional information, feel free to contact me at your convenience.

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

Sincerely,

[Your Name]