

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request copies of the contracts associated with [specific project or service] that were executed on [date or time period]. Having these documents will help me ensure compliance and facilitate better communication moving forward.

Please let me know if there are any forms to fill out or procedures to follow to obtain these contracts. I appreciate your prompt attention to this matter.

Thank you in advance for your assistance.

Sincerely,
[Your Name]