

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request assistance regarding some missing contract documents related to [specific project or agreement]. Despite my efforts to locate these documents in my records, I am unable to find them.

The missing documents are crucial for [explain why you need the documents, e.g., compliance, reference, etc.]. If you could please resend the following documents at your earliest convenience, I would greatly appreciate it:

- [List of missing documents]

Sincerely,
[Your Name]