
Sample Letter Requesting Documents From Government

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Government Official's Name]

[Department/Agency Name]

[Government Office Address]

[City, State, Zip Code]

Dear [Government Official's Name],

Subject: Request for [Specific Document Name(s)]

I am writing to formally request a copy of [specific document name(s), e.g., birth certificate, marriage certificate, land ownership documents, etc.] from [Department/Agency Name]. These documents are required for [briefly explain the purpose, e.g., legal proceedings, personal records, verification purposes, etc.].

Below are the details of my request:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth, if applicable]



Document Details: [Provide any relevant details, such as document number, date of issuance, etc.]

I have enclosed copies of [list any supporting documents you are including, e.g., identification, previous correspondence, etc.] to assist in processing my request.

Please let me know if there are any fees associated with this request and the preferred method of payment. I would also appreciate it if you could inform me of the estimated time required to process and deliver the documents.

Should you require any additional information or have any questions regarding my request, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]