

# Requesting Documents From Employer

From,  
Nevada Ware  
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Green Bay Indiana 19759  
(985) 834-8285

02/02/2019

To,  
Christian Emerson  
P.O. Box 886 4118 Arcu St.  
Rolling Hills Georgia 92358

Subject: (\_\_\_\_\_)

Dear Christian Emerson,

I Nevada Ware was working with the company since ---- (mention the time) as a ----- (mention the job title). I have moved to a new place and found a new opportunity for myself, so I would need certain documents for completing the formalities with the new company. Below is the list of documents I need from your end:  
(----- List of documents)

[I would request you to send the aforesaid documents at the address mentioned below at the earliest. Also, I am attaching the list of certificates and documents that are a proof of my identity verification.  
Address -----

I would like to request you to take prompt action on this matter.

Yours sincerely,  
Your Signature  
Nevada Ware  
Contact Details



# Sample Letter Requesting Documents

**New York (State).**



## Sample Letter Requesting Documents:

**Regular Army and Army Reserve Enlistment Program** United States. Department of the Army,1995      **Enlisted Personnel Management** United States. Department of the Army,1987      **Catalog of Federal Tax Forms, Form Letters, and Notices** United States. Internal Revenue Service,1979      Internal Revenue Cumulative Bulletin United States. Internal Revenue Service,1995      **House documents** ,1875      *Senate documents* ,1889      *Effectively Representing Your Client Before the IRS* ,2009      *Official Documents, Comprising the Department and Other Reports Made to the Governor, Senate, and House of Representatives of Pennsylvania* Pennsylvania,1889      Official Documents, Comprising the Department and Other Reports Made to the Governor, Senate and House of Representatives of Pennsylvania ,1906      **Executive Documents** Ohio,1913      **Executive Documents, Annual Reports** Ohio,1913      **Documents, Including Messages and Other Communications** Ohio,1913      **California. Court of Appeal (2nd Appellate District). Records and Briefs** California (State)., Received document entitled APPENDIX TO PETITION FOR WRIT      *New York Court of Appeals. Records and Briefs*. New York (State).,      **Government Giveaways for Entrepreneurs** Matthew Lesko,1992 Bestselling author Matthew Lesko has designed a practical comprehensive roadmap for those who want to start or expand a business He s doing Uncle Sam s job showing taxpayers where to tap into 9 000 sources of free help information and even money More than 300 programs offer money for start ups buy outs inventions real estate investments and more      Legislative Documents Iowa. General Assembly,1923 Contains the reports of state departments and officials for the preceding fiscal biennium      Public Documents of the State of North Dakota, Being the Annual and Biennial Reports of Various Public Officers and Institutions to the Governor and Legislative Assembly, for the Fiscal Period Ending ... North Dakota,1910      **Documents** Massachusetts. General Court. House of Representatives,1930      Federal Register ,2008-08      Legislative Documents Submitted to the ... General Assembly of the State of Iowa Iowa. General Assembly,1923

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