

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

RE: Formal Request for Regulatory and Compliance Documentation

Dear [Recipient Name],

I am writing to formally request copies of the regulatory and compliance records for [Project/Department/Entity Name] covering the period from [Start Date] to [End Date].

Please provide the following documentation:

- Operating licenses and statutory permits
- Safety inspection reports and certificates
- Environmental compliance audits
- Internal policy acknowledgement logs
- Regulatory correspondence and filings
- [Additional Specific Document]

These records are required for [purpose, e.g., an upcoming internal audit / year-end review / due diligence]. Please provide these files in [digital/physical] format by [Deadline Date].

If any of these documents are unavailable or require additional authorization, please notify me at your earliest convenience.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Contact Information]