

To,

[Name of Recipient]

[Designation of Recipient]

Date:

Subject: Letter to Request a Copy of an Official Document

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to request a copy of minutes of the shareholders meeting held on [mention day and date]. I just want to go through some major issues that were discussed in that meeting so for that purpose, I would be requiring the minutes of that meeting.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

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Official Documents, Comprising the Department and Other Reports Made to the Governor, Senate and House of Representatives of Pennsylvania ,1909

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The Army Lawyer ,1995

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Official Gazette of the United States Patent and Trademark Office ,1993

Georgetown University Round Table on Languages and Linguistics (GURT) 1991: Linguistics and Language Pedagogy James E. Alatis, 1992-04-01

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