# Sample Email Requesting Document Review

## Sample 1

Subject: Request for documents from [commitment, year].

Dear [client's name].

My name is [your name] and I am [position]. I am writing to you at [company name]. We are very happy to start with your work and therefore I am writing to request the following documents for your [type of engagement], for [year].

[Document A]

Document B]

[Document C]

The requested documents can be sent to this email address or uploaded to our client portal at this link [insert link].

In order to move forward with the engagement in a timely manner, the documents must be received no later than [date]. This will ensure that your [type of engagement] can be completed accurately and on time.

If you have any questions about the application, please contact me. I am sharing the contact information below with you.

Thank you for your time and assistance. I look forward to hearing from you and working with you on your [type of engagement].

Sincerely,

[Your name]

[Your title]

[Your company name]

[Contact details]

## Sample 2

Hello [first name],

I hope you are having a great week! I wanted to get in touch to share how happy I am to see the results of the [type of project] project we completed for [company name]. I hope you are just as satisfied as our other clients.

Based on this, I would like to introduce you to our website project. We are very excited about the results and would love to share our success with you. If so, could you prepare a few sentences about your experience working with us? Some topics to address might be:

* Why you chose us.
* What you liked about working with us.
* How the results affected your business.
* Why others might like working with us.
* Who you would recommend us to.

Feel free to send me your testimonial by to this email. We also have examples on our website for you to review and you can take the survey. We appreciate the reviews you leave online to share with other potential clients. There are links to each of our social networking sites in my email signature.

Again, our team at [your company name] thoroughly enjoyed working with you, and we hope you feel the same. We appreciate your willingness to share your experience. Let me know if you have any questions about this or if there is another project, we can help you with soon.

We welcome your feedback.

[Your email signature]