

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
Subject: Request for Records

I hope this letter finds you well. I am writing to formally request access to [specific records or information you are seeking], under the [relevant law or policy, if applicable].

Please provide the records for the period of [start date] to [end date], if applicable. My reasons for requesting these records are [briefly explain your reasons, if necessary].

I appreciate your attention to this matter and look forward to your timely response. Please let me know if you need any further information to process my request.

Thank you for your assistance.

Sincerely,  
[Your Name]