

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request information regarding [specific information you are seeking].

[Provide any necessary background information or context for your request.]

I would greatly appreciate it if you could provide me with [specific details or documents you need] by [deadline, if applicable].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]