

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Information

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request information regarding [specific information needed] as part of my research or inquiry about [briefly explain the purpose of the request]. Specifically, I would like to obtain the following information:

1. [Detail 1]
2. [Detail 2]
3. [Detail 3]

I would appreciate your assistance in providing the requested information by [specific deadline, if applicable]. If you require any further details or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]