

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for BWI Information

I hope this letter finds you well. I am writing to formally request access to information under the BWI (Bring Your Information) guidelines.

[Briefly explain your reason for the request and what specific information you are seeking.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]