

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

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

Dear [Recipient's Name],

Subject: Request for Information

I hope this letter finds you well. I am writing to formally request information regarding [specific information needed] as per the provisions of [applicable legislation, if any].

[Explain the purpose of your request and any relevant details that may assist in providing the information.]

I would appreciate your assistance in this matter and kindly request that the information be provided by [specific date, if applicable]. If there are any fees associated with this request, please inform me beforehand. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]