

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Information

We are reaching out to request specific information regarding [details about the information needed or the project]. Our objective is to [state purpose or intent].

We would appreciate your assistance in providing the following information:

1. [Information Item 1]
2. [Information Item 2]
3. [Information Item 3]

Please let us know if you need any further details or clarification regarding our request. We look forward to your timely response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]