

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

[Recipient's Name]
[Recipient's Position]
[GJH Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

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

[Briefly explain the purpose of your request and why it is important to
you or your organization.]

I would greatly appreciate your assistance in this matter and look
forward to your prompt response. Thank you for your attention to this
request.

Sincerely,

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