

[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]

Dear [Recipient's Name],

Subject: Request for GJK Information

I hope this letter finds you well. I am writing to formally request access to the GJK information related to [specific project, study, or purpose] as part of [context or reason for the request].

According to [mention any relevant guidelines or laws], I believe I am entitled to this information, which will greatly assist me in [explain how the information will be used].

Please let me know if there are any forms or additional steps required to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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