

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

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

Dear [Recipient Name],

Subject: Request for Information

I hope this letter finds you well. I am writing to formally request information regarding [specific information needed] as part of our ongoing efforts to [briefly explain purpose of request].

[Explain the importance of the information and how it will be used.]

I would appreciate your assistance in providing the requested information by [specific deadline if applicable]. Should you need further details or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]