

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[HQ Company Name]  
[HQ Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to request [specific request or information needed]  
regarding [briefly explain context or reason]. This information will  
greatly assist us in [explain purpose or benefit].

Please let me know if you need any further details or if there's a  
specific process to follow for this request.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]