

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

Dear [Recipient Name],

Subject: Request for Information

I hope this message finds you well. I am writing on behalf of the HR Department at [Your Company] to request specific information that will assist us in [briefly explain the purpose, e.g., enhancing our employee benefits program, conducting an audit, etc.].

We would appreciate it if you could provide the following information by [specific deadline if applicable]:

1. [Specify the first piece of information needed]
2. [Specify the second piece of information needed]
3. [Specify any additional items needed]

If you have any questions or require further clarification, please do not hesitate to reach out. Thank you for your cooperation and prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]