

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

Dear [Recipient's Name],

I am writing to formally request the retrieval of specific data related to [briefly describe the data you need, e.g., "my account history," "research records," etc.]. This information is essential for [explain the purpose, e.g., "completing my application," "conducting my research," etc.].

The details of the required data are as follows:

- [Item 1]
- [Item 2]
- [Item 3]

If possible, I would appreciate it if the data could be sent to me by [specific date, if applicable]. Please let me know if there are any forms or additional information you need from me to expedite this process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]