

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Information

We hope this letter finds you well. We are reaching out to request information regarding [specific information needed, e.g., services, products, policies, etc.], as part of our ongoing assessment and planning process.

To ensure we have a comprehensive understanding, we would appreciate your response to the following questions:

1. [Question 1]

2. [Question 2]

3. [Question 3]

Please provide us with the requested information by [specific deadline, if applicable]. If you have any questions or require further clarification, do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]