

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request information regarding [specific information needed]. We are currently [briefly explain the context or reason for your request], and your expertise would be invaluable to us. Specifically, we would appreciate if you could provide us with [list specific details or questions].

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

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