

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request information regarding [specific information you are seeking].

[Briefly explain why you need this information and how it will be used.]

I would appreciate it if you could provide the requested information by [specific date if applicable]. If you require any further details from my side, please do not hesitate to contact me.

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]