

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding [specific information you need] from [Company's Name].

[You may include a brief introduction about yourself or your organization and the purpose of your request.]

I would appreciate it if you could provide me with the following information:

1. [First piece of information you need]
2. [Second piece of information you need]
3. [Any additional information you require]

Please let me know if there are any forms or procedures I need to follow to obtain this information.

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

Sincerely,

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