

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request legal information pertaining to [specific issue or topic]. As [briefly explain your reason for the request or your relationship to the topic], I believe that obtaining this information is critical for [explain the purpose or importance of the request].

Specifically, I am seeking information regarding:

1. [Detail the first specific piece of information you need]
2. [Detail the second specific piece of information you need]
3. [Continue with additional items as necessary]

I would appreciate your assistance in providing this information by [mention any deadlines or time frames]. If there are any forms or fees that accompany this request, please let me know how to proceed.

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

Sincerely,  
[Your Name]