

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

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

Dear [Recipient's Name],

Subject: Request for Information

I hope this letter finds you well. I am writing to formally request information regarding [specific information you are seeking] in accordance with the [specific law or regulation, if applicable].

To clarify my request, I would like the following information:

1. [Detail 1]
2. [Detail 2]
3. [Detail 3]

I would appreciate it if you could provide the information by [specific deadline, if applicable]. If there are any costs associated with fulfilling this request, please let me know in advance.

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

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]