

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request information regarding [specific information you are requesting, e.g., vehicle valuation, market trends, etc.] from Kelley Blue Book (KBB).

As I am currently [explain your situation briefly, e.g., looking to buy or sell a vehicle, conducting research, etc.], I would greatly appreciate your assistance in providing the following details:

1. [Specific information request #1]
2. [Specific information request #2]
3. [Specific information request #3]

Thank you for your time and attention to my request. I look forward to your prompt response.

Sincerely,
[Your Name]