

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Information

I hope this message finds you well. We are currently in the process of [briefly explain the purpose, e.g., evaluating potential suppliers, conducting market research, etc.]. As part of this initiative, we would appreciate your assistance by providing us with detailed information regarding [specific products, services, or data needed].

Specifically, we would like to request the following information:

1. [Detail the first piece of information needed]
2. [Detail the second piece of information needed]
3. [Detail any additional information requests]

We believe that your insights will be invaluable in helping us make informed decisions. Please send us the requested information by [specific deadline, if applicable], if possible. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your time and assistance. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]