

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for LNI Information

I hope this letter finds you well. I am writing to formally request information related to the Labor and Industries (LNI) concerning [specific topic, issue, or case number, if applicable].

[Briefly explain the reason for your request, including any relevant details that could assist in processing your request.]

I would appreciate your assistance in providing the needed information at your earliest convenience. If you require any additional details or documentation from my side, please do not hesitate to contact me.

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

Sincerely,

[Your Name]
[Your Position, if applicable]