

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

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

Dear [Recipient's Name],

I am writing to formally request information regarding [specific information you are seeking].

[Provide context or background information related to your request.

Explain why you need the information and how it will be useful to you or your organization.]

I would appreciate it if you could provide the requested information by [specific date, if applicable]. If you need any further details or clarification to assist with my request, 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 Job Title, if applicable]  
[Your Organization, if applicable]