

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding NWI

I hope this message finds you well. I am writing to inquire about the National Wetlands Inventory (NWI) and its recent updates. Specifically, I would like to know [insert specific inquiries or information you are seeking regarding NWI]. This information is crucial for [your purpose, such as project development, research, etc.]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]