

[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]

Subject: Service Request - NWI Letter

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to request services related to [specific service or issue] as part of the NWI program.

Details of the request are as follows:

- Request Type: [e.g., Assessment, Consultation, etc.]
- Location: [Specific location details]
- Background Information: [Briefly explain the situation or need for service]

Please let me know the next steps or any additional information you require to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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