

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

[Recipient Name]
[Recipient Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for NWMLS Access

I hope this letter finds you well. I am writing to formally request access to the Northwest Multiple Listing Service (NWMLS) for [specific purpose, e.g., a real estate transaction, market analysis].

As a [your profession/title, e.g., licensed real estate agent], I believe that access to the NWMLS data will greatly enhance my ability to serve my clients and provide valuable insights.

Please find attached the required documents for this request. If further information is needed or if there are any forms I should complete, please let me know.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]