

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Government Documents

I am writing to formally request access to government documents under the [specific law or act, if applicable] pertaining to [briefly describe the specific documents or information you are requesting].

As a [your position/role or interest in the matter], I believe that this information is vital for [explain your purpose for requesting the documents].

Please inform me of any fees associated with processing my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]