

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

[Recipient's Name]
[Recipient's Title]

Organisation for Economic Co-operation and Development (OECD)

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding [Specific Topic or Program]

I hope this letter finds you well.

I am writing to formally inquire about [specific topic or program] under the OECD. [Provide a brief introduction of yourself, your organization, and the context of your inquiry].

I would appreciate any information you could provide regarding [specific questions or areas of interest]. Moreover, if there are any relevant reports or resources available, I would be grateful if you could direct me to them.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]