

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

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

OECD

[OECD Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about [specific topic or information you are interested in]. As [your position or relation to the inquiry, e.g., a researcher, policymaker, etc.], I am keen to understand [more details about your inquiry].

I would appreciate any guidance or information you could provide regarding [specific questions or areas of interest]. Additionally, if there are relevant publications or resources available, I would be grateful for your recommendations.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

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