

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

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

Dear [Recipient Name],

Subject: Request for Information

I am writing to formally request information under the [specific act or policy, e.g., Freedom of Information Act, if applicable] related to [specific topic or issue].

Please provide the following information:

1. [Specific information request #1]
2. [Specific information request #2]
3. [Specific information request #3]

If there are any fees for searching or copying this information, please inform me if the cost will exceed [specific amount, if applicable].

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

Sincerely,
[Your Name]