

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request access to insider information regarding [specific information or subject matter] for [specific purpose]. As [briefly explain your position, relationship to the company, or reason for requesting the information], I believe that this information will greatly assist me in [explain how the information will be used].

I understand the importance of confidentiality and the regulations surrounding insider information and assure you that I will adhere to all legal and ethical standards in handling this information.

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

Sincerely,

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