

[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 Geographic Information System (GIS) Data

I am writing to formally request access to GIS data under [insert relevant legislation, e.g., the Freedom of Information Act], which I believe will assist with [briefly explain the purpose of your request, e.g., a research project, community planning, etc.].

Specifically, I am seeking the following GIS datasets:

1. [Specify the first dataset you need]
2. [Specify the second dataset you need]
3. [Continue listing additional datasets as necessary]

These datasets are crucial for [explain how the data will be used and its importance]. I would appreciate any form of guidance on the process of obtaining this data and any associated costs.

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

Sincerely,

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