

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the release of information regarding [specific information or data you are requesting]. This information is essential for [briefly explain the reason or purpose for your request]. As per [mention any relevant laws, policies, or agreements if applicable], I believe I am entitled to access this information. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

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