

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request information regarding [specific information needed].

[Explain the purpose of your request and any relevant details that may help in fulfilling your request].

If possible, I would appreciate it if you could provide this information by [specific date] to assist in my [reason for needing the information].

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

Sincerely,  
[Your Name]