

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: SQL Query Request for Data Extraction

I hope this message finds you well. I am writing to request your assistance with a SQL query we need for our upcoming project. Specifically, we are looking to extract data from [specific database/table] that includes [specific data requirements].

The SQL query we need to develop should meet the following criteria:

1. Select [specific columns]
2. From [specific table name]
3. Where [specific conditions]
4. Order by [specific order requirements]

If you could provide a draft of the query or any relevant insights by [specific deadline], it would be greatly appreciated. Your expertise and input will be invaluable to ensuring we proceed efficiently.

Thank you for your support. Please feel free to reach out directly if you have any questions or need further details.

Best regards,

[Your Signature (optional)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]