

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

Dear [Recipient's Name],

Subject: WDAP Request

I hope this message finds you well. I am writing to formally request information under the WDAP (Workforce Data Access Program). I am particularly interested in the following data related to [specific details about the data you are requesting, such as timeframe, specific metrics, etc.].

The purpose of my request is [briefly explain the reason for your request and how you intend to use the data]. I assure you that any information provided will be used responsibly and in accordance with all applicable laws and regulations.

I would appreciate your assistance in processing this request in a timely manner. Please feel free to contact me if you require any further information or clarification regarding my request.

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

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]