

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

[Recipient's Name]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Information

I hope this letter finds you well. I am writing to formally request information regarding [specific topic or subject] as it pertains to [details/context].

Specifically, I would like to receive information on the following:

1. [First specific request]
2. [Second specific request]
3. [Any additional requests]

This information will be invaluable for [explain your purpose, e.g., research, decision-making, etc.]. If possible, I would greatly appreciate a response by [mention a deadline if necessary].

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

Sincerely,
[Your Name]