

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request access to [specific information or resource you are requesting] under the [WLS or specific legislation].

[Provide a brief explanation of your request and the reason why you are seeking this information.]

I appreciate your attention to this matter and look forward to your prompt response. Should you need any further information, please feel free to contact me directly at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

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