

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

[Recipient's Name]  
[Recipient's Title]

WQAD

[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request access to the meteorological data collected by WQAD for [specific time period or event, if applicable]. I am particularly interested in [describe specific data needed, e.g., temperature, precipitation, humidity, etc.], as this information is crucial for [explain purpose, e.g., research project, report, analysis, etc.].

If possible, I would appreciate it if you could provide the data in [specify format, e.g., CSV, Excel, etc.], and include any relevant metadata that accompanies the data.

Please let me know if there are any forms or fees associated with this request, or if you require any further information from my side.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

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