

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company 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 information or subject matter you are inquiring about].

[Explain the context or reason for your request, providing any necessary details or background information.]

I would appreciate it if you could provide the information by [specify a deadline, if applicable]. If there are any forms to be completed or fees associated with this request, please let me know.

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

Sincerely,  
[Your Name]