

[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 request information regarding [specific information you are seeking].

[In this paragraph, provide a brief explanation of why you are requesting this information, including any relevant context or background.]

I would appreciate it if you could provide the information by [specific date, if applicable]. If you require any further details or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

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