

Request Letter Outline

1. **Header**

- Your Name
- Your Address
- City, State, ZIP Code
- Email Address
- Phone Number
- Date

2. **Recipient Information**

- Name of Recipient
- Title
- Company/Organization Name
- Address
- City, State, ZIP Code

3. **Salutation**

- Dear [Recipient's Name],

4. **Subject Line (Optional)**

- Subject: Request for [Specific Item/Information]

5. **Introduction**

- Briefly introduce yourself and the purpose of the letter.

6. **Body of the Letter**

- Explain the request in detail.
- Provide any necessary background information.
- State the importance or urgency of the request.

7. **Conclusion**

- Thank the recipient for their time and consideration.
- Express willingness to provide additional information if needed.

8. **Closing**

- Sincerely,
- [Your Name]
- [Your Title/Position, if applicable]