

[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],

Subject: NNPI Request

I am writing to formally request access to Non-Patentable Information (NNPI) related to [specific details about what you are requesting].

[Provide a brief explanation of why you need this information and how it will be used.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you very much.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Organization, if applicable]