

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

Dear [Recipient Name],

Subject: Request for GIS Data Acquisition

I hope this message finds you well. I am writing to request access to Geographic Information System (GIS) data that your organization maintains. The data is crucial for [briefly explain the purpose, e.g., a research project, urban planning, environmental assessment].

We are specifically interested in the following datasets:

1. [Dataset 1]
2. [Dataset 2]
3. [Dataset 3]

We assure you that the data will be utilized strictly for [explain the intended use, e.g., non-commercial research, public planning, etc.], and will be handled in accordance with all applicable privacy and data protection regulations.

If there are costs associated with acquiring this data or if any formal agreements are required, please let us know. We are willing to discuss these details at your convenience.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]