

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Organization]  
[Organization Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: GIS Data Inquiry

I hope this message finds you well. I am writing to inquire about the availability of GIS data related to [specific area, project, or topic]. My organization, [Your Organization], is currently involved in [briefly describe your project or purpose], and we believe that access to this data would greatly enhance our efforts.

Specifically, we are interested in the following datasets:

- [List specific data types or layers needed]
- [Any additional datasets or information required]

If the data is available, please let me know the process for obtaining it, including any potential fees or requirements. Additionally, if there are any data usage agreements or restrictions, I would appreciate that information as well.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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