

[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 Resources

I hope this letter finds you well. I am writing to formally request access to GIS resources that are critical for [briefly explain the purpose of your request, e.g., a specific project, research, etc.]. Our organization [Your Organization] is currently involved in [brief description of your organization and its mission]. As part of our ongoing efforts, we are seeking the following GIS resources:

1. [Resource 1: description]
2. [Resource 2: description]
3. [Any additional resources as needed]

These tools and datasets will greatly enhance our capabilities in [explain how the resources will be used and their significance]. We believe that leveraging these GIS resources will not only benefit our project but also contribute positively to [mention any broader impacts]. I would be grateful if you could provide access to these resources or direct me to the appropriate contact person. If necessary, I am available for a meeting to discuss this request further.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Organization]