

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Request for Geospatial Data

I am writing to formally request access to geospatial data pertaining to [specific information about the data you need, e.g., land use, zoning, infrastructure, etc.]. This data is essential for [briefly explain the purpose of your request, e.g., a project, research, analysis].

I am particularly interested in data layers that include [specific details such as timeframes, formats, geographic locations]. If possible, please provide the data in a format compatible with QGIS, such as [list preferred formats, e.g., Shapefile, GeoJSON, etc.].

I understand the importance of data management and any restrictions related to data usage. I assure you that the data will be used solely for [state the intended use] and handled with the utmost responsibility. Should you require any additional information or documentation to process my request, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Organization (if applicable)]