

[YOUR ADDRESS]

[DATE]

[RECIPIENT'S ADDRESS]

Dear [RECIPIENT'S NAME],

I am writing to request information about [SUBJECT OF INFORMATION]. I am currently [EXPLAIN WHY YOU NEED THIS INFORMATION], and the information you provide would be greatly appreciated.

Specifically, I am interested in [SPECIFIC INFORMATION YOU NEED]. If possible, I would also like to know [ADDITIONAL INFORMATION YOU NEED].

Thank you in advance for your assistance in this matter. Your help in providing this information would be invaluable to my [RESEARCH/PROJECT/OTHER REASON FOR REQUESTING INFORMATION].

Yours sincerely,

[YOUR NAME]