

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number

Recipient's Name
Recipient's Position
Company/Organization Name
Address
City, State, ZIP Code

Date: [Insert Date]

Subject: Formal Request for Information

Dear [Recipient's Name],

I am writing to formally request information regarding [specify the information you need] as it pertains to [briefly explain the context, project, or matter].

Please provide the requested information by [mention reasonable deadline if needed], as it is essential for [state purpose of the request].

If any documents or further clarification are required, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]