

Sender's Name
Sender's Address
City, State ZIP Code
Date

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

Subject: Information Inquiry Letter

Dear [Recipient's Name],

I am writing to inquire about [state the information you are requesting clearly and concisely]. I would appreciate it if you could provide me with the necessary details regarding this matter.

Please let me know if you require any additional information from my side.

Thank you for your attention to this request.

Sincerely,

[Your Name]