

## Template for Official Letter Requesting Something

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request [briefly state your request]. This request is [explain the importance of the request briefly].

[Provide any additional information that supports your request. Keep this detailed yet concise.]

I appreciate your consideration of my request, and I would be happy to discuss this matter in more detail. Please feel free to contact me at [your phone number] or [your email address]. I plan to follow up on this letter with a phone call next week.

Thank you for your time and attention to this matter.

Sincerely,

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