

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Government Agency		
Address Line		
City, State Zip Code		

Re: Request Information from a Government Agency

Dear Sir or Madam:

I am writing to request information about { }. Please send the information to the following address:

Name
Address Line 1
Address Line 2
City, State Zip Code

Thank you for your help and assistance in this matter.

Sincerely,

N A M E