

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Recipient Name]

[Title / Department]

[Organisation]

[Address]

Subject: Request for [WHAT YOU ARE REQUESTING]

Dear [Recipient Name],

I am writing to formally request [WHAT YOU NEED — e.g. a copy of my records, approval for X, information regarding Y]. [ONE SENTENCE OF CONTEXT — who you are and your connection to the organisation, including any reference or account number.]

The reason for this request is [BRIEF EXPLANATION — why you need it and, if relevant, why it matters now]. If helpful, I have attached [SUPPORTING DOCUMENTS].

I would be grateful to receive [THE REQUESTED ITEM / DECISION] by [DATE], if possible. Please let me know if you need anything further from me to process this request — I can be reached at [PHONE / EMAIL].

Thank you for your time and assistance.

Yours sincerely,

[Your Name]

[Address / Reference No.]

[Phone] · [Email]