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Insert Date

Addressee Name
Company Name
Street Address
City, State, Zip

Insert Greeting (Mr./Ms./Miss/Mrs./Dr., etc) Last Name:

Please accept this letter as a formal request for additional information about (insert details about your specific request).

You may contact me by telephone at (insert phone number) or reach me via email at (insert email address). Alternately, you may mail information to the address provided in the footer of this letter.

I look forward to learning more about (insert appropriate description).

Regards,

Insert Your Name, Insert Your Title