

# Information Gathering Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in gathering information related to [specific topic or project]. This information is crucial for [explain purpose, e.g., research, analysis, decision-making].

Specifically, we would like to gather the following information:

- [Specific data point or information needed]
- [Specific data point or information needed]
- [Specific data point or information needed]

If you could provide this information by [insert deadline], it would be greatly appreciated. Your expertise and insights are invaluable to us.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]