

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

Recipient Name  
Recipient Title  
Company/Organization Name  
Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the availability of the work titled "[Title of Work]" by [Author's Name], which I have been unable to obtain despite my efforts.

This work is essential for my [specific purpose, e.g., research, publication] and the unavailability has hindered my progress. I kindly ask that you assist me in acquiring access to this material or provide information on its current status and any possible alternatives.

Please let me know at your earliest convenience how we can resolve this matter. Thank you for your attention to this urgent request.

Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]