

# Legal Reference Information Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request legal reference information regarding [specific topic or case].  
The details of the request are as follows:

- **Subject Matter:** [Brief description of the subject matter]
- **Details Required:** [Specific details needed]
- **Deadline for Response:** [Insert desired response date]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]