

Solicitation for Confidential Material

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance in providing confidential material pertaining to [specific details about the material needed] for [explain the purpose or project briefly].

Given the sensitive nature of the information, I assure you that all necessary precautions will be taken to ensure its confidentiality and that it will be used solely for the purpose stated above. If you are able to assist us, please let me know what would be required on your end to facilitate this request.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]