

Application for Access to Proprietary Digital Data

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access to the proprietary digital data held by [Company/Organization Name]. As a [Your Position/Title] at [Your Organization/Company], I believe that this data is crucial for [briefly explain purpose, e.g., research, analysis, project development].

My specific interest is in [describe the specific data or datasets you wish to access], and I assure you that it will be used solely for [explain intended use]. Moreover, I am committed to fully adhering to your guidelines and respect the confidentiality of the information provided.

Should you require any further information regarding my request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I appreciate your consideration of my application and look forward to your positive response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Company]

[Your Address]

[City, State, Zip Code]