

Private Information Release Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the release of my private information as outlined in [specific law or guideline, if applicable].

The specific information I request includes:

- [Detail the information needed]
- [Detail another information needed, if applicable]

My personal details to assist with the identification of records include:

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Social Security Number: [Your SSN]

I would appreciate your prompt attention to this matter and hope to receive the requested information by [desired response date]. Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]