

Request for Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request information regarding the restoration phases following the recent storm that impacted our area. Understanding the timeline and the specific actions being taken will greatly assist our community in planning and recovery efforts.

Specifically, I would like to inquire about the following:

- The current status of restoration efforts
- Projected timelines for each phase of restoration
- Resources available for residents affected by the storm

Thank you for your attention to this matter. I look forward to your prompt response, as the information is vital for our community's preparation and recovery.

Sincerely,

[Your Name]