

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As a part of our strategic initiative to enhance our brand positioning, we are conducting a thorough analysis of demographic statistics relevant to our target market.

We kindly request your assistance in providing us with the latest demographic data, including but not limited to:

- Age distribution
- Gender demographics
- Income levels
- Geographic distribution
- Education levels

This data will be invaluable in shaping our marketing strategies to better serve our customers and align with market demands.

Please let us know if there are any forms or procedures we need to complete to facilitate this request. We appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]