

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Organization Name
Organization Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request a legal examination and inquiry regarding [specific issue or case]. I believe that a thorough review is necessary to address the concerns that have arisen.

Given the complexities of the matter, I would appreciate your expertise in investigating the following points:

- Point 1
- Point 2
- Point 3

Please let me know if you require any additional information or documentation to assist in your examination. I am looking forward to your prompt response so that we can resolve this matter expediently.

Thank you for your attention to this important issue.

Sincerely,
[Your Name]