

Legal Information Request

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

[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request legal information under [specify the applicable law or regulation such as Freedom of Information Act, etc.]. This request is made to obtain information related to [briefly describe the subject of the request].

Specifically, I request the following information:

1. [Detail the first piece of information requested]
2. [Detail the second piece of information requested]
3. [Continue listing as necessary]

If there are any fees for searching or copying the information requested, please inform me if the cost exceeds [specify amount].

I appreciate your prompt attention to this matter and look forward to your response within the time frame established by law.

Thank you for your cooperation.

Sincerely,
[Your Name]