

Letter of Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the contact information for the retail crisis response team at [Company Name]. In light of recent challenges, having direct access to your crisis management team is essential for ensuring effective communication and response strategies.

Please provide the relevant contact information, including names, email addresses, and phone numbers, at your earliest convenience. Thank you for your assistance in this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]