

Urgent Request for Retail Contact Details

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to urgently request your assistance in obtaining the contact details of your retail department. This information is crucial for [briefly explain the reason, e.g., an upcoming project, collaboration, etc.].

Could you please provide the following details at your earliest convenience?

- Retail Manager Name
- Email Address
- Phone Number
- Preferred Contact Method

Your prompt response would be greatly appreciated as it will help us move forward efficiently. Thank you for your assistance.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]