

Letter of Inquiry to Government Officials

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

[Recipient's Name]
[Title/Position]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about [specific issue or topic]. As a resident of [Your City/State], I have a keen interest in understanding how [specific issue] is being addressed by your department/agency.

Specifically, I would like to know [insert specific questions or concerns]. Your insights would greatly assist me in [explain your purpose].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]