

Request for Reachability Data

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to the reachability data of Professor [Professor's Name] for [specific purpose - e.g., conducting research, administrative use, etc.]. This data is crucial for [briefly explain your reason].

According to [mention any policy or regulation], I believe I am entitled to request this information. I assure you that this data will be used responsibly and in compliance with all applicable privacy regulations.

I would appreciate your prompt attention to this matter and look forward to your favorable response. Please feel free to contact me at [Your Phone Number] or [Your Email] should you have any questions or require further information.

Thank you for your consideration.

Sincerely,

[Your Name]