To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request Letter for Information about Products/Services**

Dear Sir/Madam,

I am writing this letter to request you the detailed information about the following products/services that your organization, [mention Organization name] provides.

[names of the products/services for which the information is required]

Make sure to forward me the required details as soon as possible

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]