To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request to Provide Information about Land**

Dear Mr. / Mrs. [Name of the Recipient],

I am [Your Name in Full] and I live in [mention City and State]. I am looking forward to leasing a piece of land located at [mention Location or Address]. The total area of the said land is [mention Area].

So I am requesting you to please guide me on whether or not the land is already owned by or registered in the name of an individual, an organization, or the government. It will also be helpful if you can provide some information related to the pricing of the land

I hope that you will take my request into consideration and will guide me by providing all the necessary information as soon as possible. You can always contact me via the given below contact details.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]