[Sender’s Name]

[Sender’s Address]

Date:

[Recipient’s Name]

[Recipient’s Address]

**Subject: Request Information from Government Agency**

Dear Sir/Madam,

I am writing this letter to request some information regarding the lease of an area of land. I wish to lease the land area located at [Mention Location/Area Details] for the construction of the Mall. So please provide me with the necessary details and information that I will have to provide in order to lease the aforementioned land area.

I am planning to begin construction by the coming September. So please make sure to respond to this request as soon as possible. Feel free to contact me for any details or queries.

Thanks a lot!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]