

(Date of Letter)

Department of
(Government Department for Office)

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE: Request for Statistical Information

Attn: Office Administrator

Dear Office Administrator:

Of special interest to the undersigned is certain statistical information relating to your agency. Although certain information has been obtained from the United States Statistical Abstract, there is a need for information that is both more specific and more current than the information presently available through the Public Library. Of particular interest are the following items:

- A. Total number of individuals served by the agency;
- B. Per capita cost for agency service;
- C. Principal recipients of benefits from the agency;
- D. Guidelines for the agency;
- E. Total expenditures by the agency;
- F. Breakdown of expenditures by the agency;
- G. Funding received by the agency;
- H. Products affected by the agency;
- I. Number of units, products per capita, or other totals counted by the agency;
- J. The amount of raw material monitored by the agency;
- K. Area or density;
- L. Demographics;
- M. Geographic breakdown;
- N. Other:

(Specify method of statistical breakdown requested)

The foregoing information will be extremely helpful relative to the completion of the project now under way. Kindly provide the identity of a contact person within your agency for further information.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.