

# Sample Inquiry Letter: Request for Permission to Access Restricted Documents

[Your Name]  
[Your Position/Title, if applicable]  
[Your Institution/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient's Position/Title]  
[Department/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request permission to access the following restricted documents maintained by [Department/Organization Name]:

- [Document Title or Reference Number 1]
- [Document Title or Reference Number 2]
- ...

The purpose of this request is [briefly describe your purpose, e.g., conducting academic research, fulfilling legal requirements, or supporting an official investigation]. Accessing these documents is essential for [explain your objectives and how the documents will be used in compliance with all applicable policies and regulations].

I understand and respect the confidential nature of these materials and assure you that any information obtained will be handled with the utmost discretion. I am willing to comply with any guidelines, confidentiality agreements, or authorization procedures you may require to facilitate this request.

Please let me know if additional documentation or information is needed to consider my request. I am available for further discussion or to provide clarification at your convenience.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position/Title, if applicable]  
[Your Institution/Organization]