






To	 Person  Person  Person
Cc	 Person
Bcc	 Person
Subject	Request for information

Dear ABC,

I hope this message finds you well. I am writing to kindly request more information regarding our new IT project .

I would appreciate it if you could provide details on our new team,deadline,budget,etc. If there are any forms, documents, or further steps needed, please let me know.

Thank you in advance for your time and assistance. I look forward to your response.

Best regards,

XYZ
