(LOGO OF ORGANIZATION REQUESTING)

(Sender details)

(DATE)

Catalina Lopez

Managing Director

dataMares

I would like to request data on (indicate the name of the database or topic) stored by dataMares. Specifically, I’m requesting (indicate specific fields; be as detailed as possible and include years). This database will be/was used in (if applicable, indicate publication. Otherwise indicate how you came across the dataset).

(Include a paragraph describing what the data will be used for.)

We will cite the database in said work as indicated by dataMares in the metadata form.

(SIGNATURE AND CHARGE OF THE APPLICANT)