**Request for Information**

**RFI Number:** %RFI Number%

**Subject: %**Purpose%

|  |  |  |
| --- | --- | --- |
| **1** | **Priority:** | *%Priority%* |
| **2** | **Date:** | *%Timestamp%* |
| **3** | **Initiator:** | *%Initiator%* |
| **4** | **Purpose:** | *%Purpose%* |
| **5** | **Others asked:** | *%Others asked%* |
| **6** | **Category:** | *%Category%* |
| **7** | **Background:** | *%Background%* |
| **8** | **Request for information:** | *%Request for information%* |
| **9** | **Response by:** | *%Response by%* |
| **10** | **Response:** | *%Response Details%* |