

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Additional Information regarding [Reference/Project Name]

Dear [Recipient Name],

I am writing to follow up on your recent [application/submission/inquiry] dated [Date].

After reviewing the documents provided, we have determined that additional information is required to complete our assessment. Please provide the following details:

- [Item 1: Description of missing information]
- [Item 2: Description of missing information]
- [Item 3: Description of missing information]

Kindly submit these items by [Deadline Date] to ensure timely processing. You may send the requested information via [email/mail/online portal].

If you have any questions regarding this request, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]