

[Your Name]
[Your Title]
[Your Department/Company]
[Date]

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

Subject: Request for Additional Documentation - [Reference Number/Account Name]

Dear [Recipient Name],

We have received your application/submission regarding [Topic/Project Name] dated [Date]. After an initial review, we find that we require additional documentation to complete the processing of your request.

Please provide the following documents:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]

To ensure timely processing, please submit these items by [Due Date]. You may send them via [Email Address/Physical Address/Online Portal].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Your Printed Name]