

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: Request for Additional Information Regarding Dispute - Case #[Reference Number]

Dear [Recipient Name],

I am writing in reference to the dispute I initiated on [Date of Original Dispute] regarding [Brief Description of Item, e.g., Transaction Date/Amount or Credit Account Number].

To assist in the thorough investigation of this matter, I am providing the following additional information and documentation which was not included in my initial correspondence:

- [Description of Document 1: e.g., Receipt, copy of police report, or bank statement]
- [Description of Document 2: e.g., Correspondence with merchant or service provider]
- [Specific detail or clarification regarding the error or discrepancy]

I believe these documents clearly demonstrate that [explain why this info proves your point, e.g., the charge was unauthorized or the item was never received].

Please include this information in my case file and continue your investigation. I look forward to receiving a written notification of the results within the timeframe required by law.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List attached documents]