

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

[Date]

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

**RE: Request for Additional Investigation Documentation - [Reference/Case Number]**

Dear [Recipient Name],

I am writing to formally request additional documentation regarding the investigation into [briefly describe the incident or issue].

I have received the initial summary; however, to ensure a complete understanding of the findings, I am requesting copies of the following records:

- Copies of all witness statements or interview transcripts.
- Relevant photographs, video footage, or digital evidence reviewed.
- A detailed timeline of the investigative steps taken.
- Any final reports, conclusions, or internal memoranda related to this case.
- [Insert any other specific document requested].

Please provide these documents by [Date]. If there are any fees associated with duplicating these records, or if any information is being withheld due to confidentiality policies, please notify me in writing as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]