

[Your Name/Department]
[Your Company Name]
[Address]
[City, State, Zip Code]
[Date]

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

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

Dear [Recipient Name],

We are currently reviewing your application/file regarding [Purpose of Request, e.g., Loan Application, Employment Verification, Project Approval].

To proceed with the next steps of the evaluation, we require the following additional documentation:

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

Please provide these documents by [Deadline Date] to avoid any delays in processing. You may submit them via [Email Address, Online Portal, or Physical Address].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]