

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

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

Subject: Request for Additional Information regarding [Project/Application/Case Number]

Dear [Recipient Name],

I am writing to you regarding the [Project/Application/Matter] submitted on [Date]. Upon reviewing the documentation provided, we find that we require further information to proceed with the next steps.

To complete our assessment, please provide the following details:

- [Specific Document or Information Needed 1]
- [Specific Document or Information Needed 2]
- [Specific Document or Information Needed 3]

Please submit these items by [Deadline Date] to ensure there are no further delays. You may send the information via [Email/Mail/Online Portal].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]