

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

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

RE: Request for Additional Documentation - [Reference Number/Project Name]

Dear [Recipient Name],

We are currently in the process of reviewing your [application/claim/request] dated [Date].

Upon initial review, we have determined that additional information is required to complete our assessment. Please provide the following documentation:

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

Please submit these documents by [Deadline Date] to ensure there are no further delays in processing. You may send them via [Email Address/Physical Mail/Online Portal].

If you have any questions or are unable to provide these documents within the requested timeframe, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]