

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

[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Street Address]
[City, State ZIP Code]

Subject: Request for Additional Information

Dear [Recipient's Name],

I am writing to request additional information regarding [specific topic, product, or service]. While I have reviewed the available materials, I require further clarification in order to [state your purpose, e.g., make a decision, proceed with a process].

Specifically, I would appreciate it if you could provide details on the following:

- [First information needed]
- [Second information needed]
- [Any other relevant detail]

If there are any documents or resources that you can share, please let me know where I can access them or if they can be sent to me directly.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]