

Request for Additional Evidence

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional evidence regarding [specific topic or case]. As we strive to ensure a comprehensive understanding, it has become clear that further information is needed.

Specifically, we are looking for evidence related to [detail the specific areas or questions that need addressing]. This information is crucial for [explain why the evidence is important, e.g., decision-making, compliance, etc.].

We would greatly appreciate it if you could provide the requested evidence by [insert deadline], as this will assist us in [purpose or outcome]. Should you have any questions or require clarification, please feel free to reach out.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]