

Letter of Demand for Further Records

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request further records in relation to [specific matter or case] which was discussed previously. As per our last communication, it is necessary to obtain the following documents:

- [Specify document 1]
- [Specify document 2]
- [Specify document 3]

These records are essential for [explain the importance of the documents]. I kindly ask that you provide this information by [specify deadline, if applicable].

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

Sincerely,

[Your Name]