

Request for Additional Information

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional information regarding [specific subject or project]. This information is crucial for us to proceed effectively and ensure all aspects are thoroughly considered.

Specifically, we would appreciate it if you could provide the following:

- [Detail or information needed 1]
- [Detail or information needed 2]
- [Detail or information needed 3]

Please let us know if you require any further clarification on our request. We are looking forward to your prompt response to facilitate the next steps.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]