

Request for Extra Specifics

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

Recipient Name
Recipient Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional specifics regarding [subject or project name]. While I appreciate the information provided thus far, I believe that having more detailed insights would greatly aid in [your purpose or reason].

Specifically, I would like to know:

- [Specific detail 1]
- [Specific detail 2]
- [Specific detail 3]

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

Sincerely,
[Your Name]