

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the details we discussed in our previous correspondence. As of now, I have not yet received the additional information I requested.

Your input is crucial for us to proceed further, and I would greatly appreciate it if you could provide the missing details at your earliest convenience. If you have any questions or need further clarification, please feel free to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]