

[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 hope this message finds you well. I am writing to formally request additional information regarding the legal inquiry referenced as [Case/Inquiry Number or Title]. As an interested party, I believe that this information is crucial for a comprehensive understanding of the situation.

Specifically, I would like to request the following information:

- [Specific information 1]
- [Specific information 2]
- [Specific information 3]

Your assistance in this matter would be greatly appreciated. If possible, I would like to receive this information by [specific date], so that I may proceed with my inquiries accordingly.

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

Sincerely,

[Your Name] [Your Title/Position, if applicable] [Your Organization, if applicable]