

# Request for Additional Settlement Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company 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 settlement related to [briefly describe the settlement, e.g., case number or project name].

Specifically, I would appreciate further details on the following:

- [Detail 1]
- [Detail 2]
- [Detail 3]

This information is crucial for my understanding and decision-making process. I kindly ask that you provide the requested details at your earliest convenience.

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

Sincerely,

[Your Name]