

Request for Additional Information

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request additional information regarding the Research and Development Tax Credit as it pertains to our recent application. We appreciate your guidance and support, but we seek further clarification on specific aspects of our submission.

Specifically, we would like to understand more about the following points:

- The criteria for qualifying expenditures.
- Details on documentation requirements.
- Timeline for application review and processing.

Your assistance in providing this information will be invaluable in ensuring the accuracy and completeness of our application. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]