

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing due diligence process, we would like to request additional information regarding [specific subject or topic]. This information will be instrumental in assisting us with our evaluation and decision-making process.

Specifically, we would appreciate it if you could provide the following details:

- [Detail or Document 1]
- [Detail or Document 2]
- [Detail or Document 3]

We kindly request that you send us this information by [specific deadline] to ensure a timely review. If you have any questions or need further clarification, please don't hesitate to reach out to me directly.

Thank you for your cooperation and assistance.

Sincerely,
[Your Name]
[Your Position]
[Your Company]