

Request for Additional Information

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional information regarding the lab reports submitted for [specific project or subject] on [submission date].

While reviewing the report, I found some areas that require further clarification, specifically [mention specific sections or details]. This information is crucial for [state the purpose, e.g., ensuring accuracy, understanding results, etc.].

Could you please provide additional insights or data on the mentioned aspects? Your assistance would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization]

[Your Contact Information]