

Your Company Name

123 Business Ave.
City, State, ZIP Code
Phone: (123) 456-7890
Email: your@email.com

Date: June 11, 2024

Recipient's Name

Recipient's Position
Recipient's Company
Address Line 1
City, State, ZIP Code

Subject: Request for Information Regarding [Product/Service/Policy] (Reference: [Previous Correspondence/Order Number/Case Number])

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request additional information regarding **[specific product/service/policy]** in reference to our previous correspondence dated **[date of previous letter/email]** (Reference: **[reference number or subject]**).

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

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

The requested information is essential for our **[reason for requesting: evaluation, purchase decision, compliance, etc.]**. Kindly let us know if you require any further clarification regarding our request.

Thank you in advance for your assistance. I look forward to your prompt and positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]