

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Department Name]  
[Office or Agency Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Information Regarding PIP

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request information regarding the Personal Independence Payment (PIP) as it pertains to my case. Specifically, I would like to receive details on the following:

1. [Specify the first piece of information you are requesting]
2. [Specify the second piece of information you are requesting]
3. [Include any additional requests if necessary]

For reference, my personal details are as follows:

- Name: [Your Full Name]
- National Insurance Number: [Your NI Number]
- Date of Birth: [Your DOB]
- Case Reference Number: [If applicable]

I would appreciate your assistance in providing this information as soon as possible. Should you require any further information to process my request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]