

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to you regarding reference number [Reference Number]. I would like to [briefly state the purpose of your letter, e.g., request additional information, confirm details, etc.].

[Provide relevant details or background information related to the reference number.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position (if applicable)]  
[Your Company Name (if applicable)]