

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

[Recipient's Name]
[Recipient's Title]
[Department of Legal Affairs]
[Office Address]
[City, State, Zip Code]

Subject: Request for Additional Information

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional information regarding [specific subject or case number] that was submitted on [date of submission]. I would appreciate your assistance in clarifying [specific issues or questions].

[Optional: Briefly explain the importance of the information requested].
If possible, could you provide the requested information by [specific date or timeframe]? Your help would greatly assist in [explain how the information will help].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]