

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: FOLLOW-UP: Request for Missing Demographic Information - [Case/Account Number]

Dear [Recipient Name],

We are writing to follow up on our previous request dated [Date of Original Request] regarding missing demographic information for [Patient/Client Name].

To date, we have not received the necessary details. To ensure your records are accurate and to prevent any delays in processing [services/claims/applications], please provide the following missing information:

- [List Missing Item 1, e.g., Date of Birth]
- [List Missing Item 2, e.g., Primary Language]
- [List Missing Item 3, e.g., Ethnicity/Race]

You may submit this information by:

- Replying to this letter.
- Calling our office at [Phone Number].
- Updating your profile via our secure portal at [URL].

Please provide these details by [Deadline Date] to avoid [consequence, e.g., administrative closure of the file].

If you have already submitted this information, please disregard this notice.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]