

[Your Name/Department]
[Your Organization Name]
[Street Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Street Address]
[City, State, Zip Code]

RE: Request for Documentation of Continuing Operating Expenses

Dear [Recipient Name],

In order to complete our review of [Project Name/Account Number/Claim Reference], we require detailed documentation regarding your continuing operating expenses for the period of [Start Date] to [End Date].

Please provide the following records to substantiate these ongoing costs:

- Current profit and loss statements.
- Copies of utility bills (electricity, water, gas, and internet).
- Current lease or mortgage agreements for business premises.
- Payroll registers and tax filings for active employees.
- Insurance premium invoices and payment confirmations.
- Itemized receipts for essential maintenance and contracted services.
- [Insert Additional Specific Document Here]

Please submit these documents by [Deadline Date] to ensure there is no delay in processing your file. You may send digital copies via [Email Address] or mail physical copies to the address listed above.

If you have any questions regarding this request, please contact me directly at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]