[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Vendor/Contractor Name]
[Address]
[City, State, Zip Code]

Subject: Follow-Up Regarding Incomplete Alarm System Documentation - [Project/Account Number]

Dear [Recipient Name],

I am writing to follow up on the installation of the alarm system completed on [Date]. Upon reviewing the hand-over package, I noticed that the documentation provided is incomplete.

Specifically, the following items are missing:

- [Item 1: e.g., Zone list and sensor locations]
- [Item 2: e.g., User manuals and administrative codes]
- [Item 3: e.g., System wiring diagrams]
- [Item 4: e.g., Testing and commissioning certificates]

Complete documentation is essential for our records and for the safe operation of the system. Please provide the missing documents by [Date].

Thank you for your prompt attention to this matter. I look forward to receiving the files shortly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]