

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

[Date]

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

**RE: [Case/Account Reference Number] - Submission of Supporting Evidence**

Dear [Recipient Name],

I am writing to formally submit additional documentation regarding [Brief Description of Matter]. This letter serves as a follow-up to our previous communications held on [Dates of Prior Contact].

To ensure a complete record of this matter, I have enclosed the following evidence for your review:

- **Exhibit A:** [Description of Evidence, e.g., Receipts, Photos, Contract]
- **Exhibit B:** [Description of Evidence, e.g., Medical Reports, Invoices]
- **Exhibit C:** [Description of Evidence, e.g., Witness Statement]

Additionally, I have attached copies of our prior correspondence to provide context for the current status of this file:

- [Date of Letter/Email 1]: [Subject of Correspondence]
- [Date of Letter/Email 2]: [Subject of Correspondence]

Please review these materials and update my file accordingly. I look forward to your response regarding [Requested Action] by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

**Enclosures:** [List total number of attachments]