[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Request for Evidence Supporting Legal Claim**

Dear [ADDRESSEE],

Reference is made to the [NAME OF AGREEMENT], dated [DATE], between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”) (the “**Agreement**”).

We are writing in connection with your claim dated [DATE], which alleges [*BRIEF DESCRIPTION OF CLAIM, e.g., breach of contract, failure to perform obligations, etc*.].

To evaluate and respond to your claim appropriately, we request that you provide supporting evidence, including but not limited to:

1. [*DOCUMENTATION OR EVIDENCE TYPE, e.g., invoices, correspondence, reports*].

2. [*DOCUMENTATION OR EVIDENCE TYPE*].

3. [*DOCUMENTATION OR EVIDENCE TYPE*].

Please submit the requested evidence by [DATE] to allow for a timely review and resolution of the matter. If additional time is required, or if clarification is needed regarding the requested materials, please notify us as soon as possible.

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

This request is issued without prejudice to any of our rights, defenses, or remedies, all of which are expressly reserved.

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]