

Follow-Up on Product Manual Translation Project

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of the translation project for the product manual. We are eager to ensure everything is on track and to address any queries you may have.

As per our last discussion, the expected completion date was set for [Insert Date]. Could you please provide an update on the current progress? This information will help us in coordinating our next steps effectively.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]