

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on a service issue that I reported on [Date of Initial Report]. The details of the issue are as follows:

- **Issue Description:** [Brief description of the issue]
- **Reference Number:** [Reference or Ticket Number]
- **Date Reported:** [Date]

I would appreciate an update on the status of my request and any steps being taken to resolve the issue. Your assistance in this matter would be greatly appreciated.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]