

Follow-Up on Credit Agreement Reassessment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the reassessment of my credit agreement, submitted on [Insert Previous Submission Date]. I understand that the reassessment may take some time; however, I would appreciate any updates you can share regarding the status of my request.

As a reminder, my account number is [Insert Account Number] and I am seeking a reassessment due to [briefly explain reason, e.g., changes in financial circumstances, error in the initial assessment, etc.]. I believe that a reassessment may provide a more accurate reflection of my current situation and potentially lead to more favorable terms.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]