

Follow-Up on Telecom Service Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's 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 communication regarding the correction of the telecom service issues I have been experiencing with my account (Account Number: [Insert Account Number]).

As of [Insert Date of Previous Communication], I reported [briefly describe the issue]. I understand that you mentioned the issue would be addressed promptly, but I have not yet seen any resolution or received further updates.

I would appreciate any information you could provide regarding the status of the correction and any next steps required on my end to facilitate the process.

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

Sincerely,

[Your Name]