

Follow-Up on Missing Telecom Service Parts

Date: [Insert Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding the missing telecom service parts that were supposed to arrive on [insert date]. As we discussed, the delay is impacting our operations, and we are eager to resolve this issue as soon as possible.

Could you please provide an update on the status of these parts? If there are any issues or further information required from our side, do not hesitate to let me know. We appreciate your prompt attention to this matter.

Thank you for your cooperation. I look forward to your reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]