

Follow-Up on Outstanding Certification Items

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Outstanding Certification Items

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the outstanding certification items related to [specific certification or project name]. As of today, we have not yet received the necessary documentation regarding the following items:

- [Item 1]
- [Item 2]
- [Item 3]

We would greatly appreciate it if you could provide an update on the status of these items at your earliest convenience, as they are critical to maintaining our project timeline and compliance standards.

Thank you for your attention to this matter. Please let me know if you need any further information or assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]