

# Stakeholder Inquiry Resolution Status

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Status Update on Inquiry Resolution

Dear [Stakeholder Name],

Thank you for your inquiry regarding [specific inquiry topic]. We appreciate your engagement and value your feedback.

As of today, we would like to inform you that we are currently in the process of reviewing your inquiries. Here is the current status:

- **Inquiry Received:** [Insert Date]
- **Assigned To:** [Team/Individual Name]
- **Current Status:** [Pending/Resolved/Under Review]
- **Expected Resolution Date:** [Insert Date]

Please rest assured that we are making every effort to resolve the matter promptly. We will keep you updated on any significant progress.

Thank you for your patience and understanding. If you have any further questions, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]