

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous discussions regarding the outstanding issues related to our service agreement dated [insert date].

As of today, we have not yet received responses to the following concerns:

- [Issue 1]
- [Issue 2]
- [Issue 3]

It is important for us to resolve these matters promptly to ensure a smooth continuation of our partnership. Please let us know if there are any updates or if further information is required from our side.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]