

Dear [Recipient's Name],

I hope this message finds you well. I am writing to check in on the status of the pending matter regarding [brief description of the matter]. It has been some time since our last communication, and I wanted to ensure that everything is moving along as expected.

If there are any updates or additional information needed from my side, please do not hesitate to let me know. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]