

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current status of the outstanding issue regarding [brief description of the issue] that was previously discussed on [mention any relevant date].

As of today, we have not received any updates, and I would appreciate any information you could provide regarding the resolution process. It is important for us to have clarity on this matter so that we can proceed accordingly.

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

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]