

Dear [Vendor's Name],

I hope this message finds you well. I am writing to follow up on the document requirements we previously discussed regarding [specific project or subject]. As we are approaching the next stages of the process, having these documents would be very beneficial.

Could you please provide an update on the status of the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

If you need any assistance or further clarification, please do not hesitate to reach out. We appreciate your cooperation and timely response to this matter.

Thank you for your attention to this issue.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]