Progress Report for Technical Support Inquiry

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Progress Report on Technical Support Inquiry

1. Introduction

This report serves to provide an update on the progress made in addressing the technical support inquiry submitted on [Insert Inquiry Date].

2. Inquiry Details

- Inquiry ID: [Insert Inquiry ID]

- Description: [Brief description of the technical issue]

3. Actions Taken

- [Action 1: Description of what was done]
- [Action 2: Description of what was done]
- [Action 3: Description of what was done]

4. Current Status

As of today, the status of the inquiry is: [Insert current status, e.g., "Resolved", "In Progress", etc.].

5. Next Steps

The following steps will be taken to further address the inquiry:

- [Next Step 1: Description]
- [Next Step 2: Description]

6. Conclusion

We appreciate your patience as we work to resolve this issue. We will continue to keep you updated on our progress.

Best regards,

[Your Name]
[Your Position]
[Your Contact Information]