

Subject: Check-In for Missing Documents

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the documents that we discussed previously. As of today, we have not yet received the necessary paperwork, specifically [list specific documents].

These documents are essential for [briefly explain why the documents are needed]. If you could provide us with an update on the status or let us know if you require any assistance in gathering these materials, it would be greatly appreciated.

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]