

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the [specific documents] that we discussed on [date of the initial request]. As of today, I have yet to receive them.

If you could provide an update on their status, I would greatly appreciate it. Should you require any further information from my side to facilitate the process, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]