

Inquiry Regarding Promised Actions Not Taken

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence dated [Insert Date], where you assured me regarding certain actions to be taken concerning [specific issue or request]. As of today, I have not received any updates or notifications regarding the progress.

It is essential for me to understand the status of these promised actions so that I can plan accordingly. Please provide me with an update at your earliest convenience.

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

Sincerely,
[Your Name]