

Follow-Up Letter Regarding Persistent Concern

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Ongoing Concern

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding [briefly describe the concern]. Despite our earlier discussions, I have not yet seen any progress and would appreciate your attention to this matter.

Since our last communication on [insert date of last communication], I have observed [mention any additional observations or developments]. It is becoming increasingly vital to address this issue, as it impacts [state the impact].

I would greatly appreciate it if you could provide an update on the status of my concern or any steps being taken to resolve it. Thank you for your continued attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]