

# Inquiry Regarding Repetitive Issue

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about a repetitive issue that has been affecting [specific subject or process] since [mention the start of the issue]. Despite previous communications regarding this matter, the problem persists and has not been adequately resolved.

To provide context, here are the details of the incidents:

- [Detail 1]
- [Detail 2]
- [Detail 3]

It is essential for us to understand the steps being taken to address this issue to prevent further disruptions. Could you please provide an update on the current status and any measures planned to resolve this matter promptly?

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

Sincerely,

[Your Name]