Resolution Status Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the resolution related to [briefly describe the issue or case number]. I would appreciate any updates or information you could provide regarding the progress of this matter.

Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]