

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my concern regarding the delay in the resolution of my case, reference number [Case Number], which was initially submitted on [Submission Date]. Despite my previous inquiries, I have not received any updates or a timeline for resolution.

The prolonged delay is causing significant inconvenience, and I would greatly appreciate any information you can provide regarding the current status of my case or an estimated timeline for when I might expect a resolution.

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

Sincerely,

[Your Name]