

Service Issue Resolution Inquiry

Date: [Insert Date]

To: [Service Provider's Name]

Address: [Service Provider's Address]

Dear [Service Provider's Contact Person],

I hope this message finds you well. I am writing to inquire about the resolution of a service issue I have been experiencing with [specific service or product]. The issue was first reported on [insert date], and I wanted to follow up to see if there have been any updates or progress made.

Details of the Issue:

- Service/Product: [Insert Service/Product]
- Date of Incident: [Insert Date]
- Description of the Issue: [Brief Description]
- Reference Number: [Insert Reference Number]

I appreciate your attention to this matter and look forward to your prompt response regarding the status of my inquiry. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]