

Subject: Follow-Up on Legal Entity Restructuring

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the proposed restructuring of [Legal Entity Name]. As we move forward, I would like to ensure that we remain aligned on key aspects and timelines of this process.

To recap, we identified the following objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Please find attached the updated timeline and the list of necessary documentation required from your end. It is crucial that we adhere to these deadlines to ensure a smooth transition.

If you have any questions or require further clarifications, please do not hesitate to reach out. I appreciate your collaboration and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]