

Statutory Compliance Follow-Up Letter

[Your Name]

[Your Position]

[Your Company]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Regulatory Body]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding our statutory compliance obligations under [specific regulation or law]. As part of our commitment to adhere to all regulatory requirements, we have taken the necessary steps to ensure compliance.

We submitted [specific documents or reports] on [submission date] and would like to confirm if you have received them. We are eager to ensure that all requirements are met and are looking for any updates regarding the status of our submissions.

Please let us know if there are any further actions required from our side to facilitate this process. Your assistance and guidance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]