

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Follow-Up on Legal Concern**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding my previous correspondence dated [date of previous correspondence] concerning [briefly specify the legal concern]. I have not yet received a response and would appreciate an update on the status.

As mentioned in my earlier communication, [reiterate key points or concerns]. It is important to address this matter promptly, and I would be grateful for any information you can provide.

Please feel free to contact me at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]