

Account Servicing Follow-Up

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are following up regarding your recent requests associated with your account, which are currently pending. We understand how important these matters are to you and want to assure you that we are here to assist.

Below is a summary of your pending requests:

- Request 1: [Description of Request 1]
- Request 2: [Description of Request 2]
- Request 3: [Description of Request 3]

Our team is actively working on these items and aims to resolve them as soon as possible. We anticipate providing you with an update by [insert date].

If you have any questions or require further assistance, please do not hesitate to reach out to us at [insert contact information].

Thank you for your patience and trust in us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]