

Follow-Up on Water Drainage Investigation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the water drainage investigation that was initiated on [Insert Investigation Start Date]. We have not yet received any updates regarding the findings or recommendations that may have arisen from the investigation.

It is imperative for us to understand the current status and any steps we need to consider moving forward. We would appreciate any information you can provide at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]