

Timeline Clarification for Case Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to clarify the timeline regarding the resolution of my case, [Case Number], submitted on [Submission Date]. I appreciate your efforts thus far and would like to confirm the following key dates related to this matter:

- Case Submission Date: [Submission Date]
- Initial Review Completed: [Review Date]
- Request for Additional Information: [Request Date]
- Response Submitted: [Response Date]
- Expected Resolution Date: [Expected Resolution Date]

Please confirm if this timeline is accurate or if there have been any updates that I should be aware of. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]