

Problem Resolution Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Problem Resolution

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update regarding the issue we discussed on [insert date of initial discussion].

As of today, we have taken the following steps to resolve the problem:

- [Step 1 taken]
- [Step 2 taken]
- [Step 3 taken]

We anticipate that the resolution will be completed by [insert expected completion date]. In the meantime, should you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for your understanding and patience as we work to resolve this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]