

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the missing accounting document, [specify document name or type], which we discussed on [insert date of previous communication]. As of today, we have not yet received the document, and it is crucial for our records and ongoing work.

If you could provide an update on the status of this document, or if there is anything further you need from our side to expedite the process, please let me know.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]