

# **Subject: Follow-up on Supplier Issue Resolution**

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on the recent issue we encountered regarding [describe the issue briefly]. As previously discussed, it is essential for us to resolve this matter promptly to ensure smooth operations.

We appreciate your collaboration in addressing this issue and would like to request an update on the current status of the resolution. Specifically, we are interested in understanding the steps taken so far and the expected timeline for completion.

Your immediate attention to this matter is crucial, and we look forward to your prompt response. Thank you for your cooperation.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]