

Financial Report Status Check

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Status Check on Financial Report

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the current status of the financial report for [specific period or project]. As we approach the deadlines, it is vital for us to stay updated on its progress.

Could you please provide an update by [specific date]? This information will greatly assist us in our planning and decision-making processes.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]