

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Reminder - [Specific Subject or Issue]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you about [specific subject or issue] that we discussed on [date of previous communication].

As per our last conversation, we were expecting

[action/response/decision] by [specific date]. However, I have not yet received an update.

Could you please provide me with the latest information regarding this matter? Your prompt attention to this would be greatly appreciated.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization Name, if applicable]
[Your Contact Information]