

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of our TLS certificate associated with [domain name or project name].

As we understand the importance of maintaining secure communications, we would appreciate it if you could provide us with an update on the certificate issuance or renewal process.

If there are any outstanding requirements or issues that we need to address for the completion, please let us know.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Company]