

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

[Recipient's Name]
[Recipient's Title]

QNAP Systems, Inc.

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent correspondence regarding [specific matter discussed].

As we previously discussed, [briefly summarize the matter or issue, including any key details such as dates or previous communications].

I would appreciate any updates you might have regarding this issue, as it is important for [mention why this matter is significant for you or your organization].

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company, if applicable]