

[Your Company Letterhead]

[Date]

[Client Name]

[Client Title/Position, if applicable]

[Client Company Name]

[Client Address]

Dear [Client Name],

I hope this message finds you well. We are writing to kindly follow up regarding the documents required to proceed with [briefly state the purpose, e.g., your application, project initiation, service activation, etc.]. As of today, we have not yet received the following pending items:

- [Document 1]
- [Document 2]
- [Document 3]

To ensure a smooth and timely process, we kindly request that you provide the above documents at your earliest convenience. Should you need any assistance or have any questions regarding these requirements, please do not hesitate to contact us. Our team is here to support you.

We appreciate your attention to this matter and look forward to your prompt response. Timely submission will help us avoid any potential delays and keep the process moving efficiently.

Thank you for your cooperation and continued partnership.

Sincerely,

[Your Full Name]

[Your Position/Title]

[Your Company Name]

[Contact Information]

[Email Address]

[Phone Number]