

Dear Sir,

I am writing to you regarding the matter discussed in our meeting on the 15th of last month. The information provided to me is being reviewed and I will be in touch with you again once a final decision has been reached.

I understand your concerns and appreciate your patience. The process is taking longer than anticipated due to the complexity of the issues involved. I will ensure that you are kept informed of any developments as they arise.

I am sorry that I cannot provide a more definitive answer at this time, but I am confident that a satisfactory resolution will be reached in the near future.

Thank you for your understanding and cooperation.

I am sure that you will find the outcome of this process to be fair and reasonable. I will contact you again as soon as the final decision has been made.

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