



Dear Mr. [Name],
I have received your letter of the 15th and am glad to hear from you.
The information you have provided is being reviewed and we will contact you again as soon as possible.
Thank you for your patience.

I am sorry that we cannot provide you with a more definitive answer at this time.
The process is still ongoing and we are doing everything we can to expedite it.
We will be sure to keep you updated on any developments.

Your cooperation and understanding are appreciated.
If you have any further questions, please do not hesitate to contact our office.
We value your input and will continue to work towards a resolution.

Sincerely,
[Name]
[Title]
[Organization]

Yours faithfully,
[Name]

