

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: Update Regarding Initial Demand Transmission - [Case/Reference Number]

Dear [Recipient Name],

This letter serves as a formal update regarding the initial demand package previously sent to your office on [Date of Original Sending] via [Method of Transmission, e.g., Certified Mail/Email].

Our records indicate that the transmission was successfully delivered and received by [Recipient Name/Department] on [Date of Receipt]. To ensure your files are complete, we have enclosed an additional copy of the demand letter along with all relevant supporting documentation.

Please be advised that the timeline for a formal response, as specified in the original demand, remains in effect. We expect to receive your written position regarding this matter no later than [Due Date].

If you have already processed this demand or if there are any technical issues preventing your review of the documents, please contact our office immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Enclosure: [List attached documents, if any]