

[Your Name/Department]  
[Your Company Name]  
[Street Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Street Address]  
[City, State, Zip Code]

**RE: Advisory Action Status Update - [Reference Number/Project Name]**

Dear [Recipient Name],

This letter is to provide a formal update regarding the status of the Advisory Action initiated on [Date of Original Advisory].

Following a thorough review of the corrective measures and information submitted on [Date of Response/Submission], we wish to inform you of the current standing of this matter:

**Current Status:** [e.g., Resolved / Pending Further Review / Extension Granted]

**Summary of Findings:**

[Briefly describe the outcome or the progress made regarding the points raised in the advisory].

**Required Next Steps:**

[List any remaining actions required, or state "No further action is required at this time"].

Please note that [Insert any specific deadlines or consequences if applicable]. We will continue to monitor the situation and provide further updates as necessary.

Should you have any questions or require additional clarification regarding this status update, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Your Printed Name]  
[Your Title]