

**RE: Reference to Prior Communications**

This letter serves as a follow-up to our previous communications regarding Case Number: [Insert Case Number].

Specifically, we refer to the following documents and correspondence:

- Initial Notification sent on [Insert Date].
- Response received from [Insert Name/Department] on [Insert Date].
- Telephone conference held on [Insert Date] between [Person A] and [Person B].
- Email thread regarding [Insert Subject] concluded on [Insert Date].

The details and agreements outlined in the aforementioned communications remain the basis for our current position. Copies of these prior exchanges are attached for your immediate reference.