

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous request for export control approval submitted on [Submission Date]. As we are preparing for the upcoming project, your timely response would be greatly appreciated.

Please let us know if any additional information is needed to expedite the approval process. Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]