

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Title

Company/Organization Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of our pending submission for the medical device approval regarding [Device Name/Description] submitted on [Submission Date].

As we understand the rigorous review processes, we would like to kindly inquire if there are any updates or additional information required from our side to expedite the approval process.

We are eager to move forward and bring our innovative solution to market, as it holds significant potential for improving patient outcomes.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]