

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the column space for [specific purpose or event] submitted on [date of initial request].

As we are approaching the deadline for our preparations, I would greatly appreciate any updates you could provide regarding the status of my request. If there are any forms or further information needed from my side, please let me know.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]