

Follow-Up on Manual Processing Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my [specific request, e.g., application, order, etc.] submitted on [submission date]. I understand that manual processing may take some time; however, it has been [number of days/weeks] since my last communication.

Could you please provide me with an update on the progress? Your assistance in this matter is greatly appreciated as it will help me plan accordingly.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]