

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the technical assistance request I submitted on [date of request]. I wanted to check in to see if there have been any updates or if you require any additional information from my side to expedite the process.

Your expertise is crucial for [briefly explain the purpose of the assistance or project], and I greatly appreciate your attention to this matter. Please let me know how we can move forward.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]