

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my technical service request submitted on [Submission Date], with reference number [Reference Number].

As I have not yet received an update, I would appreciate any information regarding the progress of my inquiry and an estimated timeline for resolution.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]