

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the reissue of my lost diploma, which I submitted on [Submission Date]. As it has been [Number of Weeks/Months] since my application, I wanted to inquire about the current status of my request.

Please let me know if there are any updates or if you require any further information from my side to expedite the process. I appreciate your assistance in this matter.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]