

Inquiry for Preliminary Review Comments

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the preliminary review comments regarding [specific document or project name]. We submitted it on [submission date] and are eager to receive feedback to further enhance our work.

If possible, could you provide an estimated timeline for when we might expect the comments? Your insights are invaluable to us, and we appreciate your guidance in this matter.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]