

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of the intellectual property application (Reference Number: [Application Number]) that was submitted on [Submission Date].

As we discussed previously, I am eager to know if there have been any updates or feedback regarding the review process. Understanding the current status is important for our planning and further development related to this project.

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

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]