

[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 inquire about the status of my outstanding request submitted on [Submission Date] regarding [brief description of the request].

As it has been [number of weeks/months] since the submission, I would appreciate any updates you could provide me regarding its progress. Your assistance in this matter is greatly appreciated, and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]