

Subject: Reminder for Update on Awaited Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request submitted on [Submission Date] regarding [Brief Description of the Request].

As I have not yet received an update, I would appreciate it if you could provide any information regarding the status of this request at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]