

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request submitted on [Insert Submission Date] regarding [Insert Brief Description of Request]. As I have not yet received confirmation or an update on this matter, I wanted to check on the status of my request.

Your assistance is greatly appreciated, and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]