

Follow-Up on Accommodation Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Accommodation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding accommodations submitted on [insert date of original request]. As I have not yet received a response, I wanted to ensure that my request is being processed.

The accommodations I requested were [briefly outline the accommodations requested], which are essential for [explain reasons or needs briefly].

Please let me know if there are any updates or if further information is needed from my side. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position, if applicable]