

Letter of Assessment Inquiry for Draft Submission

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the assessment process for the draft submission regarding [Insert Topic/Project Name]. The draft was submitted on [Insert Submission Date], and I would like to confirm its receipt and inquire about any potential feedback timelines.

Furthermore, if there are any additional documents or information required to facilitate the assessment, please do not hesitate to let me know. I am eager to ensure that all necessary steps are taken for a thorough review.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]