

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my gym reimbursement request submitted on [Submission Date]. As we approach the reimbursement deadline, I wanted to check in to ensure that my request is being processed.

If there are any additional documents or information needed from my side to expedite the process, please let me know. I appreciate your assistance and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Contact Information]