

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update on the status of my rebate program application submitted on [Submission Date]. My reference number is [Reference Number].

As it has been [duration since submission] since my application, I would appreciate any information regarding its current status and any further steps I may need to take.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]