

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the [specific submission, e.g., proposal, application] I submitted on [submission date]. I wanted to inquire about the current timeline for the review process and any updates regarding my submission status.

Your feedback is very important to me, and I appreciate your assistance in keeping me informed about the timeline for decisions.

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

Best regards,

[Your Name]

[Your Contact Information]