

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent service request submitted on [Date]. As I have not yet received a response, I wanted to check in regarding its status.

Could you please provide me with an update on the progress? I appreciate your assistance and look forward to your prompt reply.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]