

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the research proposal titled "[Proposal Title]" that I submitted on [Submission Date]. I am eager to hear any updates regarding the review process and any feedback you may have.

Thank you for considering my proposal. I am looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]