

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my research proposal titled "[Proposal Title]," which I submitted on [Submission Date]. I wanted to kindly inquire if there has been any progress regarding the review process.

If possible, I would greatly appreciate an estimated timeline for when a decision might be made. Understanding this timeline will help me plan my future research activities accordingly.

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

Best regards,

[Your Name]

[Your Position/Institution]

[Your Contact Information]