

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my research proposal titled "[Proposal Title]" that I submitted on [Submission Date]. I wanted to inquire if there have been any updates regarding its status.

Understanding that the review process can take time, I appreciate any information you can provide about the timeline or any next steps.

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

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Email]

[Your Phone Number]