

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my research proposal titled "[Title of Proposal]," which was submitted on [Submission Date]. I understand that the evaluation process can take time, and I appreciate the effort your team is putting into reviewing it.

If possible, I would be grateful for any updates regarding the progress of the evaluation or the timeline for a decision. Your feedback is invaluable to me, and I am eager to hear any thoughts or considerations from the review committee.

Thank you for your attention to my proposal. I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]
[Your Email]
[Your Phone Number]