

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent request for the reissue of my policy certificate, submitted on [date of initial request].

As of today, I have not yet received confirmation regarding the status of my request. I kindly ask for any updates you may have on this matter, as the timely receipt of my policy certificate is important for my records.

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

Best regards,

[Your Name]

[Your Contact Information]