

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent request submitted on [date of initial request] regarding the audit of my insurance policy, [policy number or name].

As of today, I have not received acknowledgment or an update concerning the audit process. I would appreciate any information you could provide regarding the status of my request and any steps needed moving forward.

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

Sincerely,

[Your Name]