

Dear [Manager's Name],

I hope this message finds you well. I am writing to confirm the submission of my timesheet for the period of [Start Date] to [End Date]. I submitted my timesheet on [Submission Date], and I would like to ensure that it has been received and is being processed.

If there are any issues or further information needed regarding my submission, please let me know at your earliest convenience.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]