

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding my timesheet submission for the period of [start date] to [end date]. As of today, I have not yet received confirmation of its receipt.

If you need any further information or documentation, please let me know. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]