

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the reference response I requested on [date of request]. As I have not yet received a reply, I wanted to follow up to ensure my inquiry was received and to see if additional information is needed from my side.

Your insights are invaluable to me, and I appreciate your time and assistance in this matter. If you could provide an update at your earliest convenience, I would greatly appreciate it.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]