

Dear [Recipient's Name],

I hope this message finds you well. I wanted to provide an update regarding the reference request I submitted on [date of request].

As of today, I have [status of the request, e.g., "received a confirmation that the request is being processed" or "not yet received a response"].

Please let me know if you require any further information or assistance on my behalf. I appreciate your help and look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]