

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on the service request I submitted on [Date of Original Request] regarding [Brief Description of the Request]. My request reference number is [Reference Number].

As of today, I have not received any updates and I would appreciate any information you could provide regarding the status of my request. Your assistance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]