

Follow-Up on HR Assistance

Date: [Insert Date]

To: [HR's Name]

From: [Your Name]

Subject: Follow-Up on HR Assistance Request

Dear [HR's Name],

I hope this message finds you well. I am writing to follow up on my recent request for assistance regarding [specific issue or inquiry]. I understand that you may be busy, but I would greatly appreciate any updates you could provide at your earliest convenience.

Your support in this matter is invaluable to me, and I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]