

Dear [Supplier Name],

We hope this message finds you well. We are writing to follow up on the electronic documents submitted to us on [submission date] regarding [specific project or procurement].

As we are in the process of reviewing your submission, we would like to confirm receipt of the documents and inquire if there are any updates or additional information required from our side to expedite the review.

Your timely response would be greatly appreciated, as it will help us ensure that the process continues smoothly.

Thank you for your cooperation.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]