

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the status of my disability accommodation application submitted on [submission date]. As I have not yet received an update, I would like to inquire about any progress or additional information that may be needed from my side.

Given my situation, having clarity on this matter will greatly assist me in managing my responsibilities effectively. If there is a timeline for review or any specific details I can provide to expedite the process, please let me know.

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

Sincerely,

[Your Name]