Service Request Clearance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request clearance for my service request submitted on [Insert Submission Date]. The request involved [briefly describe the service requested].

As of today, I have not received any updates regarding the status of my request. Kindly provide me with information regarding the clearance process and any additional requirements that may be necessary for completion.

Your prompt attention to this matter would be greatly appreciated.

Thank you for your assistance.

Sincerely,

[Your Name]