

Follow-Up on Subcontractor Approval

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the subcontractor approval request submitted on [Insert Submission Date]. As we are in the process of finalizing our project timelines, we would appreciate an update regarding the status of the approval.

If there are any additional documents or information required from our side to facilitate the approval, please do not hesitate to let us know.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]