

# Letter Template: Status Request for Unresolved Coursework

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To: [Instructor's Name]  
[Course Name]  
[Department]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to inquire about the status of my coursework for [Course Name], specifically regarding [briefly describe the unresolved issue, e.g., "the assignment submitted on Date"]. As of today, I have not received feedback or a grade and would greatly appreciate any updates you could provide.

Understanding your busy schedule, I genuinely appreciate your assistance in this matter and look forward to your response.

Thank you for your attention to this issue.

Sincerely,  
[Your Name]  
[Your Student ID]