

Follow-Up on Contract Priority Adjustment Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the adjustment of contract priorities that we submitted on [Date of Initial Request].

As discussed, the reassignment of priorities is crucial for us to meet our project deadlines and ensure efficiency. I would appreciate any updates you can provide on this matter and if further information is needed from my side to expedite the process.

Thank you for your attention to this request. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]