

Follow-Up on Temporary Housing Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent request for temporary housing submitted on [Insert Date of Original Request]. I understand that processing times may vary, but I wanted to check in to see if there has been any progress regarding my application.

As I mentioned in my initial request, I am seeking temporary housing due to [briefly explain reason, e.g., relocation, renovation, etc.], and any updates you can provide would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Contact Information]