

Subject: Follow-Up on Offer Letter Approval

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the offer letter that was submitted for approval on [Date]. I wanted to check if there are any updates regarding the approval process.

As you know, timely confirmation is important for both the candidate and our team, and any updates you could provide would be greatly appreciated.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]