

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an update regarding the offer letter dated [Date of Offer], which I have yet to sign.

As the acceptance deadline approaches, I would appreciate any information you could provide about the current status of the offer. Your assistance in this matter would be greatly appreciated, as it will help me make informed decisions moving forward.

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

Best regards,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]