

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding my previous request for assistance on [specific issue or request] that I submitted on [date of initial request].

As I have not yet received a response, I wanted to ensure that my request is still being considered and to see if there have been any updates or progress regarding this matter.

I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]