

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

[District Collector's Name]
[Office of the District Collector]
[Office Address]
[City, State, Zip Code]

Dear [District Collector's Name],
Subject: Follow-Up on [Subject/Request]

I hope this letter finds you well. I am writing to follow up on my previous correspondence dated [date of the previous letter] regarding [brief description of the subject/request].

As of today, I have not received a response, and I would appreciate an update on the status of my request.

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Organization Name, if applicable]