

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an update regarding the Continuous Glucose Monitoring (CGM) device that I am currently utilizing.

[Briefly describe your current situation with the CGM device, including any specific issues or the need for an upgrade.]

As my health is of utmost importance, I would appreciate your attention to this request. If possible, I kindly ask for a timeline regarding when I might expect an update or any further actions needed from my end.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]