

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the FQDO (Facility Quality Development Office) inquiry submitted on [specific date]. As we are keen to move forward, I wanted to check on the status of our request and see if there are any updates or further information needed from our side.

We greatly appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]