

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

Dear [Recipient's Name],

Subject: Follow-Up on FTA Approval

I hope this message finds you well. I am writing to follow up on the status of the FTA (Free Trade Agreement) approval for [specific item or project] submitted on [submission date].

We appreciate your attention to this matter and understand the importance of thorough review processes. As we are keen to move forward, any updates on the progress or required next steps would be greatly appreciated.

Thank you for your assistance and we look forward to your prompt response.

Best regards,

[Your Name]
[Your Position]
[Your Company]