

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

Dear [Recipient's Name],

Subject: Follow-Up on NQF Funding Application

I hope this message finds you well. I am writing to follow up on our recent application for NQF funding submitted on [Submission Date]. We are excited about the opportunity to collaborate on [Brief Description of the Project/Program].

As we understand the review process can be extensive, I wanted to kindly inquire about the status of our application and whether there are any additional materials or information you may need from our side. We believe that our project aligns well with the goals of the NQF funding program, and we are eager to contribute to advancing quality in healthcare.

Thank you for considering our application. We look forward to your updates.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Organization]