

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

[Recipient's Name]  
[Recipient's Title]  
[Qatar National Bank (QNB)]  
[Bank's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on [mention the specific issue, inquiry, or application] that I discussed with you on [date of previous communication].

I wanted to express my continued interest in [specify the subject, e.g., loan application, account inquiry], and I would appreciate any updates you could provide regarding the status of my request.

Please let me know if there are any additional documents or information you require from my side to facilitate the process.

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

Best regards,

[Your Name]  
[Your Job Title, if relevant]  
[Your Company, if relevant]