

[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],

I hope this message finds you well. I am writing to follow up on our recent discussion regarding the Quality of Service (QoS) application submitted on [submission date].

I wanted to check in to see if there have been any updates regarding the evaluation process or if any additional information is required from our end to facilitate the review.

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

Best regards,

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