

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent request regarding [briefly summarize the request, e.g., "the release of my refund" or "the update on my application for the RLWL"]. Since our last correspondence on [date of last communication], I have not yet received a response. I would appreciate any updates you may have on this matter, as it is quite important to me.

Thank you for your attention to this issue. I look forward to hearing from you soon.

Best regards,

[Your Name]