

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[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 my recent purchase request submitted on [specific date]. I wanted to confirm whether you have received my request and if there are any updates regarding its status.

As a reminder, the details of my purchase request are as follows:

- Item(s): [List of items]
- Quantity: [Requested quantity]
- Expected delivery date: [If applicable]

I appreciate your attention to this matter and look forward to your prompt response. If additional information is needed, please do not hesitate to reach out.

Thank you for your assistance.

Warm regards,

[Your Name]  
[Your Job Title]  
[Your Company]