

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Service Provider's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to follow up on my recent service request submitted on [date of initial request] regarding [brief description of the service requested].

As of today, I have not yet received any updates, and I would appreciate any information you could provide regarding the status of my request.

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

Sincerely,  
[Your Name]