

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my recent request regarding the Wage Protection System (WPS) payment submitted on [insert date of initial request].

As I have not received an update yet, I wanted to check on the status of my request. Ensuring timely processing is important, and I appreciate your attention to this matter.

Please let me know if you need any further information from my side to expedite the process.

Thank you for your assistance.

Sincerely,

[Your Name]