

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my recent submission of [briefly describe the submission, e.g., a manuscript, proposal, etc.] titled "[Title of the Submission]" on [Submission Date].

I wanted to express my appreciation for the opportunity to submit my work and am enthusiastic about the potential for collaboration. Understanding that the review process can take time, I am inquiring if there have been any updates regarding my submission's status.

Thank you for considering my work. I look forward to your response.

Best regards,

[Your Name]