

Subject: Request for XP Approval Status Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current status of my XP approval request submitted on [submission date].

I would appreciate any updates you can provide regarding the review process.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company]