

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the approval request submitted on [date of submission] regarding [brief description of the request].

As we discussed, [briefly reiterate the key points or purpose of the request]. I wanted to check in to see if there have been any updates or if you require any additional information from my side to expedite the approval process.

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

Best regards,

[Your Name]
[Your Position]
[Your Company]