

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

Dear [Recipient Name],

Subject: Follow-Up on NQF Funding Application

I hope this message finds you well. I am writing to follow up on our recent application for funding through the National Quality Forum (NQF) for [specific project or initiative name].

As we are approaching the decision timeline, we are eager to learn about the status of our application and any feedback you might have. Our team is excited about the potential impact of this project, which aims to [briefly describe the project objective and significance].

If there are any additional materials or information needed to assist in the review process, please do not hesitate to reach out. Thank you for considering our application, and we look forward to your prompt response.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]