

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

Dear [Recipient's Name],

Subject: Follow-Up on QHS Reimbursement Request

I hope this message finds you well. I am writing to follow up on the QHS reimbursement request submitted on [submission date], reference number [reference number]. As of today, we have not received any updates regarding the status of this request.

We understand that reimbursement processes can sometimes take time, but we would appreciate any information regarding the current status or any additional documentation required on our part.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]