

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[HOD's Name]
[Department Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [HOD's Name],

I hope this message finds you well. I am writing to follow up on [specific topic or discussion, e.g., my previous email regarding the research project, our meeting on XYZ date, etc.].

As we discussed, [briefly reiterate key points or actions that were agreed upon]. I wanted to provide an update and see if there have been any developments on [specific aspect, e.g., approval, feedback, etc.]. Thank you for your attention to this matter. I appreciate your support and guidance.

Looking forward to your response.

Sincerely,

[Your Name]
[Your Position/Title]