**4. Email Asking for a Status Update**

**Subject:** Request for Update on [Specific Topic]

Dear [Recipient's Name],

I hope you are doing well. I am writing to inquire about the current status of [specific project or task, e.g., the marketing strategy proposal we discussed]. As the deadline is approaching, I wanted to ensure that everything is on track and offer my support if needed.

Please let me know if there are any updates or changes to the timeline. I look forward to your reply.

Best regards,  
[Your Full Name]  
[Your Job Title]  
[Your Contact Information