Subject: Request for Status Update

Dear Vanshika ma’am,

I hope this email finds you well. I am writing to kindly request an update regarding [specific topic]

Please let me know if additional information is required from my end to facilitate the process. I appreciate your time and assistance in this matter.

Looking forward to your response.

Warm regards,  
Roshni Patel  
design and development team  
7340374500