

Professional Follow-up Email

Subject: Follow-up: MTA Request for [Material] - [Reference Number]

Dear [Recipient],

I am following up on our Material Transfer Agreement request submitted on [date] for [material description]. Our reference number is [number] if applicable.

We understand that MTA processing requires careful review and coordination between multiple departments. We remain committed to this collaboration and are happy to provide any additional information or clarification needed.

Our research timeline has [specific deadlines/constraints], so we would appreciate any update on the status of our request. If there are any concerns or modifications needed to our proposed terms, we are open to discussion.

Thank you for your time and consideration.

Best regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/material-transfer-agreement>