

# Letter of Inquiry

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the status of our export control approval for [specific goods/services], submitted on [submission date]. As we are planning to proceed with our export operations, having clarity on this matter is crucial for our timelines.

Could you please provide an update on the current status of our application? If there are any further steps required on our part, please let us know how we can assist to expedite the process.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]