

# Request for Update on Government Assistance Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Department/Agency Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an update on my application for the government assistance plan. My application was submitted on [Insert Submission Date], and I would like to inquire about its current status.

As you may understand, timely assistance is crucial for managing my circumstances, and I would greatly appreciate any information you can provide regarding my application.

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

Sincerely,

[Your Name]