

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the status of my application for the [specific license name] submitted on [submission date].

I understand that the review process can take time, and I appreciate the effort your team puts into evaluating applications. As I have not yet received any updates, I wanted to inquire about the current status of my application.

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

Sincerely,

[Your Name]