

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current status of my building code compliance license application submitted on [Insert Submission Date]. As I am in the process of [briefly explain purpose, e.g., starting a construction project or ensuring compliance], it is crucial for me to know the status of my application.

If there are any further requirements or information needed from my side to expedite this process, please do not hesitate to contact me. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]