

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the status of the hospitality service license application submitted on [date of application submission]. We are eager to ensure our compliance with all regulations and would appreciate any updates regarding our application process.

If there are any additional documents or information required to expedite the process, please let us know, and we will provide it promptly.

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

Sincerely,

[Your Name]

[Your Position, if applicable]