

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Department/Office Name]

[Organization Name]

[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 a temporary signage permit submitted on [Submission Date]. The reference number for my application is [Application Reference Number].

I understand that these requests are processed in the order they are received, and I appreciate the attention you give to each application. However, as the intended installation date approaches, I would greatly appreciate any update you could provide regarding my permit status.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company Name, if applicable]