

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 status of my application for a dairy distribution permit, submitted on [submission date]. As my business operations are dependent on the timely approval of this permit, I would greatly appreciate any updates you could provide regarding its current status.

If additional information or documentation is required from my end to expedite the process, please let me know. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]