

# Inquiry into the Status of Delayed Government Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title/Position]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the current status of the [specific service or application] that I submitted on [insert submission date]. This service has been significantly delayed beyond the usual processing time, and I would appreciate any updates regarding its progress.

For your reference, my application details are as follows:

- Application Number: [Insert Application Number]
- Service Name: [Insert Service Name]
- Date of Submission: [Insert Date]

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

Sincerely,

[Your Name]