

# Municipal Service Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Municipal Office Name]

[Office 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 permit application submitted on [Insert Submission Date] for [Insert Description of Permit]. The reference number for my application is [Insert Reference Number].

As the project is time-sensitive, I would greatly appreciate any updates you could provide regarding its progress. If there are any outstanding requirements or additional information needed, please let me know, and I will respond promptly.

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

Sincerely,

[Your Name]