

Subject: Inquiry About Policy Application Status

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my policy application submitted on [date of application].

My application reference number is [application number]. I would appreciate it if you could provide any updates regarding the progress of my application or any further documentation needed from my side.

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

Warm regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]