

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[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 professional license renewal application, submitted on [date of submission]. My license number is [license number].

As the expiration date approaches, I would greatly appreciate any updates you can provide regarding my application status. Ensuring my compliance with all professional requirements is of utmost importance to me.

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

Sincerely,

[Your Name]