

Inter-County Jurisdiction Transfer Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Office/Agency]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the inter-county jurisdiction transfer request submitted on [Insert Submission Date]. As we progress towards ensuring a smooth transition, I would like to confirm the current status of the request.

Please let me know if there are any additional documents or information required from our side to facilitate this process. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Office/Agency]

[Your Contact Information]