

# Update Request for Pending Fee Waiver Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to request an update regarding my pending application for a fee waiver with [Social Service Agency Name], submitted on [Submission Date]. My application reference number is [Application Reference Number].

Given the importance of this matter to my current situation, I would greatly appreciate any information you can provide regarding the status of my application. If there are any further documents or information required from my side to facilitate the processing, please let me know.

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

Sincerely,

[Your Name]