

Follow-Up Inquiry Regarding Social Service Benefits

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Social Service Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding my application for social service benefits submitted on [Date of Application]. It has been [number of weeks/months] since my submission, and I have not yet received any updates.

I understand that processing times may vary, but I would greatly appreciate any information you can provide regarding the status of my application or if any additional documentation is needed from my side.

Thank you for your time and assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]