

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company 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 franchise application submitted on [Application Submission Date]. I am very enthusiastic about the opportunity to join [Company Name] and would like to know if there are any updates regarding my application.

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

Sincerely,

[Your Name]