

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

Disability Benefits Office
Address of the Disability Office
City, State, Zip Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of my disability benefits application submitted on [Date of Application]. My application reference number is [Reference Number].

I understand that the review process can take some time, but I would appreciate any updates on my application status. If any further information or documentation is needed, please do not hesitate to contact me.

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

Sincerely,
[Your Name]