

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

[Recipient Name]
[Title]
[Organization/Board Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the status of my professional licensing review submitted on [Submission Date]. I understand that the review process can take time, and I appreciate the efforts of your team in ensuring a thorough evaluation.

As I have not yet received any updates regarding my application, I would be grateful if you could provide any information on its current status. If there are any additional documents or information required from my side to expedite the process, please let me know.

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

Sincerely,
[Your Name]