

Inquiry Regarding Parking Permit Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Parking Authority/Department Name]

[Department 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 parking permit application submitted on [Insert Application Date]. My application reference number is [Insert Reference Number].

As parking is essential for my daily commuting needs, I would appreciate any updates you could provide regarding the processing time of my application. If you require any further information or additional documents, please let me know.

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

Sincerely,

[Your Name]