

Request for Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to request assistance regarding the status of my tax credit application submitted on [Insert Submission Date]. My application reference number is [Insert Reference Number].

As the deadline for the tax credit approaches, I am eager to know the current status of my application to ensure that all necessary steps are taken on my part. Any information you could provide would be greatly appreciated.

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

Sincerely,

[Your Name]