

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the status of my tax credit application submitted on [date of application submission].

Despite my attempts to check the status via [method of checking status, e.g., online portal, phone], I have been unable to obtain any concrete information. I would greatly appreciate it if you could provide me with an update on the progress of my application and any further steps that may be required on my part.

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

Sincerely,

[Your Name]