

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

As I am keen to understand the progress of my application, I would appreciate any updates you can provide at your earliest convenience. Should you require any further information from my side, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]