

# Follow-Up on Tax Credit Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my tax credit application submitted on [Insert Submission Date]. I would like to inquire about the current status of my application, as it is critical for my financial planning.

If you require any additional information or documentation to assist in the processing of my application, please do not hesitate to reach out.

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

Sincerely,

[Your Name]