

# **Inquiry Regarding Tax Credit Application Status**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Tax Authority Name]

[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 tax credit application submitted on [Submission Date]. My application reference number is [Reference Number].

As the tax credit is crucial for my financial planning, I would greatly appreciate any updates you could provide regarding the review process and any potential timelines for approval.

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

Sincerely,

[Your Name]