

Request for Update on Tax Credit Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an update regarding my tax credit application submitted on [Insert Date of Application]. As the tax season approaches, I am eager to understand the status of my application to ensure I meet all necessary requirements.

If any additional information or documentation is required from my side, please do not hesitate to reach out. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]