

# Status Request for Pending Tax Credit Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Department/Agency 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 [Application Reference Number].

As it has been [number of weeks/months] since the application was submitted, I would greatly appreciate any updates you could provide regarding its progress. If there are any additional documents or information needed from my side, please let me know, and I will be happy to assist.

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

Warm regards,

[Your Name]