

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's 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 application for the tourism tax rebate. My application was submitted on [Submission Date], and my reference number is [Reference Number].

As a participant in the tourism program, I am eager to receive feedback regarding the approval process and any expected timelines. Understanding the status of my rebate would greatly assist me in my financial planning.

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

Sincerely,

[Your Name]