

Statutory Time Limit Inquiry

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 inquire about the statutory time limits applicable to [specific matter or case description]. As I am currently in the process of [briefly explain your situation], understanding these time limits is crucial for [state reason, e.g., ensuring compliance, facilitating proper action, etc.].

Could you please provide me with the relevant information regarding the statutory time limits, including any important dates and possible extensions?

Your assistance in this matter is greatly appreciated. Thank you for your attention to this inquiry.

Sincerely,

[Your Name]