

Follow-Up Letter for Tax Relief Assessment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to follow up on my recent application for tax relief assessment submitted on [Submission Date]. As I have not yet received a response, I would like to inquire about the status of my application and any additional information you might need from my side to expedite the process.

Understanding the importance of proper assessment and timely communication, I appreciate your assistance in this matter. Please let me know if there are any issues or if you require further documentation.

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

Sincerely,

[Your Name]

[Your Contact Information]