

Inquiry Regarding Tax Relief Status

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of my tax relief application submitted on [date of submission]. My application reference number is [reference number].

As I have not yet received any updates, I would appreciate any information regarding the current status of my application. If additional documentation or information is needed, please let me know, and I will be happy to provide it promptly.

Thank you for your assistance in this matter. I look forward to your reply.

Sincerely,

[Your Name]