

Inquiry Regarding Student Organization Charter Approval Status

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Department/Office]

[University/College Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the charter approval process for our student organization, [Organization Name]. We submitted our application on [Submission Date] and are eager to learn if there have been any developments.

Our organization is dedicated to [Brief Description of Organization Purpose], and we are excited to start our activities as soon as we receive approval.

If you could provide us with an update or let us know if any additional information is needed, we would greatly appreciate it.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Organization Name]

[Your Contact Information]