

Recipient Name

Recipient Address

City, State, Zip Code

Date

Dear [Recipient Name],

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

As I am eager to proceed with my [purpose of evaluation, e.g., job application, further studies, etc.], I would greatly appreciate any updates regarding my evaluation progress.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]