

Construction Project Approval Inquiry

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the approval for our construction project titled "[Project Name]," which was submitted on [Submission Date].

As we are approaching the planned commencement date, we would greatly appreciate any updates regarding the progress of our application. Understanding the current status will assist us in coordinating our resources effectively.

If there are any additional requirements or further information needed from our side, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]