

Follow-Up on Pending Zoning Requests

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the zoning application submitted on [Insert Submission Date] for [Insert Project or Property Address]. As we are keen to move forward with the project, we would appreciate any updates you may have regarding the status of our application.

Please let us know if any further information is needed from our side to expedite the review process. We are looking forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]