

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the renewal of my rental license, which was submitted on [Date of Application]. As of today, I have not received any confirmation regarding the status of my application, and my rental license has expired as of [Expiration Date].

As I rely on this license to continue operating my rental property at [Property Address], I would greatly appreciate any updates you could provide regarding the processing of my application. If there are any additional documents or information needed from my end, please do not hesitate to reach out.

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

Sincerely,

[Your Name]