

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization/Agency]
[Address]
[City, State, Zip Code]

Subject: Inquiry Regarding BQ Permit Application

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my BQ permit application submitted on [Date of Submission]. The application reference number is [Application Reference Number].

As I understand the processing times can vary, I would appreciate any updates you could provide regarding the current status of my application. Additionally, if there are any further documents or information required from my side to facilitate the process, please do not hesitate to inform me.

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]