

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Department/Agency Name]
[Department/Agency Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Follow-Up on CDL Permit Application

I hope this letter finds you well. I am writing to follow up on the status of my Commercial Driver's License (CDL) permit application submitted on [Submission Date].

As it has been [number of weeks/days] since I submitted the application, I would like to inquire about any updates or additional information needed to process my request. I am eager to begin my training and appreciate your assistance in this matter.

Please let me know if there are any forms or documentation that I should provide to expedite the process. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your CDL Application Reference Number, if applicable]