

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: CJC Application Resolution

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally address the resolution regarding my CJC application submitted on [application date]. After careful consideration and review of the provided information, I would like to [briefly state the purpose of the letter, e.g., seek clarification, request a status update, express concerns, etc.]. [Include details relevant to the application resolution, such as any specific issues encountered, responses received, or additional information required.]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company, if applicable]