

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department or Organization's Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my DJ license application submitted on [insert application date].

As of today, I have not yet received any updates regarding my application, and I wanted to check if there is any additional information or documentation required from my side to expedite the process.

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

Best regards,

[Your Name]

[Your DJ Name, if applicable]