

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

[Recipient Name]
[Department Name]
[Department Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Inquiry Regarding Dealer License Registration

I hope this letter finds you well. I am writing to inquire about the status of my dealer license registration application submitted on [Date of Application Submission].

As a prospective dealer, obtaining this license is crucial for my business operations, and I would appreciate any updates regarding the processing timeline and any additional information or documentation required from my side.

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

Sincerely,

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