

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department for Work and Pensions]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding DLA Form Submission

I hope this letter finds you well.

I am writing to inquire about the status of my Disability Living Allowance (DLA) application submitted on [insert date of submission]. My reference number is [insert reference number].

I would appreciate any updates regarding the progress of my application and any additional information needed to support my claim.

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

Sincerely,

[Your Name]