

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

Dear [Recipient Name],

Subject: Inquiry Regarding FTA Approval Status

I hope this message finds you well. I am writing to inquire about the current status of the FTA approval for [specific project or product name] submitted on [submission date].

As we are approaching critical deadlines, any updates or estimated timelines regarding the approval process would be greatly appreciated.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Company]