

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

Dear [Recipient Name],

Subject: Inquiry Regarding MC Number

I hope this letter finds you well. I am writing to inquire about the status of my Motor Carrier (MC) number application submitted on [date of application].

The details of my application are as follows:

- Name: [Your Full Name]
- Business Name: [Your Business Name]
- Application Reference Number: [Your Reference Number]

I would appreciate any information you can provide regarding the status of my MC number, including any additional documentation or requirements needed to expedite the process.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name] (if applicable)