

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

Dear [Recipient's Name],

Subject: Inquiry Regarding PZC Application

I hope this message finds you well. I am writing to inquire about the current status of my application for the [specific project or matter related to PZC, e.g., zoning change, land use permit] submitted on [submission date].

I would appreciate any updates or additional information regarding the processing timeline and any potential requirements or next steps I should be aware of.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Organization (if applicable)]