

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of my TLC license application submitted on [application date].

I would appreciate any updates regarding my application and any additional information you may require from my side.

Thank you for your assistance.

Sincerely,

[Your Name]