

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

Dear [Recipient Name],

Subject: TLC License Status Inquiry

I hope this letter finds you well. I am writing to inquire about the status of my TLC (Taxi and Limousine Commission) license application, submitted on [submission date].

As per the standards and regulations set by the TLC, I understand that it may take some time to process the application. However, I would appreciate it if you could provide me with any updates regarding my application status. My application reference number is [application/reference number].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]