

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

Dear [Recipient Name],

Subject: Inquiry Regarding TPA Application

I hope this message finds you well. I am writing to inquire about the status of my Third Party Administrator (TPA) application submitted on [submission date]. My application reference number is [reference number]. I would appreciate any updates you may have regarding the processing timeline and any additional information required from my side. I am eager to understand the next steps and ensure everything is in order for a smooth approval process.

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

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Company Name, if applicable]