

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current status of our recent application for TPA (Third Party Administrator) approval submitted on [submission date].

Our application, referenced under [application/reference number], is crucial for our operations and we would greatly appreciate any updates you can provide regarding its status.

Please let us know if any additional information or documentation is required from our side to facilitate the process.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]