

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding WPS Request

I hope this message finds you well. I am writing to inquire about the status of my WPS (Work Permit System) request submitted on [date of submission]. The reference number for my application is [reference number].

As I have not received any updates regarding my request, I would appreciate if you could provide me with the current status and an estimated timeline for any forthcoming decisions.

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]