

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[ZVAC Licensing Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Follow-Up on ZVAC License Application

I hope this message finds you well. I am writing to follow up on my ZVAC license application submitted on [submission date], bearing the reference number [application/reference number].

I would like to check on the status of my application and if there is any additional information or documentation required to facilitate the process.

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

Sincerely,

[Your Name]

[Your Position/Title, if applicable]