

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

[Date]  
[Recipient Name]  
[Title]  
[ZVAC Office/Department Name]  
[ZVAC Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding ZVAC License Status

I hope this letter finds you well. I am writing to inquire about the status of my ZVAC license application, submitted on [date of submission]. For your reference, my application details are as follows:

- Applicant Name: [Your Full Name]
- Application Reference Number: [Your Reference Number]
- Date of Birth: [Your Date of Birth]

I would appreciate any updates regarding my application status or any additional information that may be required to expedite the process. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]