

Formal inquiry about government service request status

Subject: Status of Application Request

Dear Sir/Madam,

I am writing to inquire about the status of my application for [Service/Document, e.g., Passport Renewal, Business License], submitted on [Date]. Could you kindly update me on the progress and provide an estimated timeline for completion?

Thank you for your assistance, and I look forward to your reply.

Sincerely,

[Your Name]

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