

[Date]

[Agent/Agency Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Status Update on Your Appointment Application - [Carrier Name]

Dear [Agent Name],

We are writing to provide you with an update regarding your pending appointment application with [Carrier Name], which was submitted on [Submission Date].

At this time, your application is still under review. We are currently [State Reason: waiting for background check results / verifying licensing credentials / processing internal documentation].

Current Status: [Pending / In Review / Awaiting Information]

No further action is required from you at this moment. However, if we require additional documentation or clarification, we will contact you immediately. We anticipate a final decision or further update by [Date].

Thank you for your patience and for your interest in partnering with [Carrier Name/Company Name]. Should you have any questions in the meantime, please contact our licensing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]