

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Entity Name Reservation Status Update

Dear [Applicant Name],

This letter is to provide an update regarding your recent application to reserve the following entity name:

Proposed Name: [Requested Entity Name]

Application Reference Number: [Reference Number]

Date Filed: [Date of Submission]

Current Status: [Approved / Rejected / Pending Further Information]

[If Approved]: Your name reservation has been successfully processed. This name is reserved for your exclusive use for a period of [Number] days, expiring on [Expiration Date]. Please ensure you complete your formal registration before this date.

[If Rejected]: Unfortunately, we are unable to approve this name reservation for the following reason(s): [Reason for Rejection, e.g., Name similarity, restricted terms].

[If Pending]: Your application is currently under review. We require the following additional information to proceed: [List Requirements].

If you have any questions regarding this status update, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department Name]
[Organization/Agency Name]