

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Department Name]

[Municipal Office Name]

[Office Address]

[City, State, Zip Code]

Subject: Progress Update Request for Municipal Tax Clearance Certificate

Dear [Recipient Name or Department Head],

I am writing to formally request a progress update regarding the application for a Municipal Tax Clearance Certificate for the following property/account:

- **Property Address:** [Insert Address]
- **Account Number:** [Insert Account Number]
- **Application Reference Number:** [Insert Reference Number]
- **Date of Submission:** [Insert Date]

The clearance certificate is required for [state reason, e.g., the sale of the property / a business license renewal], which is currently scheduled for [Insert Date].

Could you please provide an estimated timeframe for the completion of this process or inform me if there are any outstanding requirements or payments needed from my side to expedite the issuance?

I have attached a copy of the initial application and proof of payment for your reference. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]