

[Date]

Internal Revenue Service  
ITIN Operation  
P.O. Box 149342  
Austin, TX 78714-9342

**Subject: Inquiry Regarding ITIN Application Status**

To Whom It May Concern,

I am writing to formally request a status update regarding my application for an Individual Taxpayer Identification Number (ITIN), Form W-7.

Below are the details provided at the time of submission:

- **Applicant Full Name:** [Full Legal Name]
- **Date of Birth:** [MM/DD/YYYY]
- **Address on Application:** [Full Mailing Address]
- **Application Submission Date:** [Date Sent]
- **Submission Method:** [e.g., Certified Mail / CAA / Attached to Tax Return]
- **Tracking Number (if applicable):** [Tracking Number]

It has been [Number] weeks since the application was submitted, which exceeds the standard processing timeframe. I would appreciate it if you could confirm the current status of my application or notify me if any additional documentation is required to complete the process.

Please send any correspondence regarding this matter to the address listed above or contact me via telephone at [Your Phone Number].

Thank you for your time and assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]