Date

To

Recipient Name

Title

Dear John,

Two days back I had delivered at your office the packet of a completed application. I thought that I will soon get informed about its deliverance, but I am still waiting for the acknowledgment. Maybe the packet has been delivered to some other address, this idea is constantly hammering me. I request you to please give me a confirmation call whenever you get the packet.  It will be greatly appreciated.

Regards,

Smith Will.

Title