Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

This is with reference to the application number [X]. I have applied for a delivery permit for my catering business. All details have been provided in the application form along with the required documentation. The due fee has also been paid. I have enclosed a copy of the bank receipt. Kindly issue my permit as soon as possible so that I may fulfill my business orders.

Thank you for your consideration.

Regards,  
[Your Name]