

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the recruitment schedule for the [specific position] that I interviewed for on [interview date].

As I am keenly interested in the opportunity to join [Company's Name], I would appreciate if you could provide any updates on the timeline for the next steps in the selection process.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]