

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my application for the [position name] role submitted on [submission date]. I understand that the review process may take time, and I appreciate the effort that goes into assessing each candidate.

If possible, could you please provide me with an update on where my application currently stands? I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]