

# Follow-Up on Social Work Services Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Agency/Organization Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for social work services submitted on [Insert Submission Date]. I wanted to ensure that my application has been received and to inquire about its current status.

I am eager to access the services offered and believe they will greatly assist me in [briefly mention your situation or needs]. If there are any additional documents or information required from my side, please do not hesitate to let me know.

Thank you for your attention to my application. I look forward to your response.

Sincerely,

[Your Name]