

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

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 or program name] submitted on [submission date]. I am very enthusiastic about the opportunity to join [Company/Organization Name] and am eager to hear any updates regarding my application.

Thank you for considering my application. I look forward to your reply.

Best regards,

[Your Name]