

Work Status Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 inquire about the current status of my work application submitted on [Insert Submission Date]. I am very eager to know any updates regarding my candidacy for the [Position Title] position.

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

Sincerely,

[Your Name]