

[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 formally request the verification of my application for the Quantitative Analyst position that I submitted on [Date of Application]. I am very excited about the opportunity to contribute my skills and experience to [Company's Name].

As part of the application process, I would appreciate it if you could confirm the progress of my application and any additional information or documentation you may require from my side to expedite this process.

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

Sincerely,

[Your Name]