

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the deadline for the job application for the [Job Title] position at [Company Name]. I would greatly appreciate it if you could provide me with the exact date and any additional information regarding the application process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]