

Application Progress Status Update

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are writing to provide you with an update regarding the status of your application for the [Position/Program Name], submitted on [Submission Date]. We appreciate your interest in joining [Company/Organization Name] and your patience throughout this process.

As of today, your application is currently under review. Our team is diligently assessing all applications, and we aim to complete this process by [Expected Completion Date]. We will notify you promptly once a decision has been made.

Thank you for your understanding and continued interest in [Company/Organization Name]. If you have any questions or need further information, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]