

Applicant Competency Assessment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Hiring Manager

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Hiring Manager,

I am writing to inquire about the status of my competency assessment for the position of [Job Title] at [Company Name]. I submitted my application on [Date of Application] and am very enthusiastic about the opportunity to contribute to your team.

I would appreciate any updates you can provide regarding my application and the next steps in the evaluation process. Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

[Your Name]