Inquiry About Student Tutor Program Application
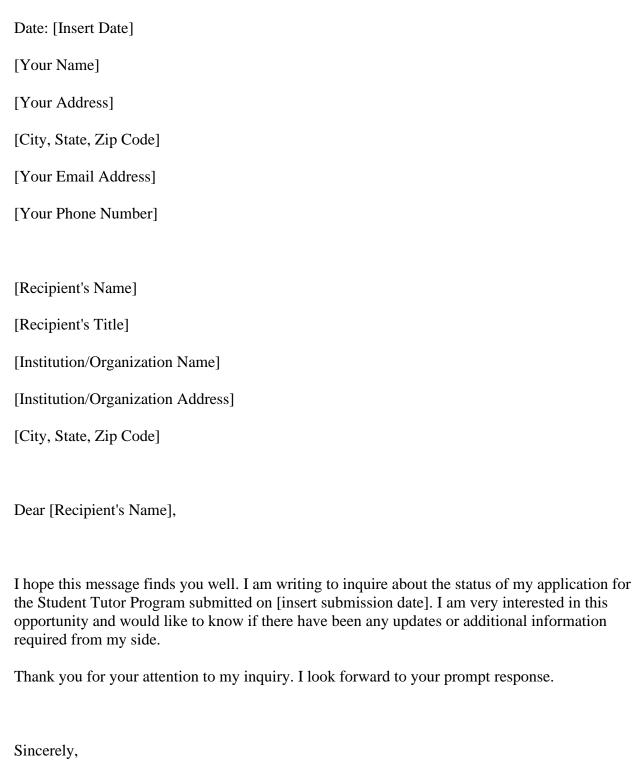
Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my application for the Student Tutor Program submitted on [insert submission date]. I am very interested in this opportunity and would like to know if there have been any updates or additional information required from my side.

Thank you for your attention to my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]