

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Institution Name]

[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 [specific position/program] submitted on [submission date]. I am very enthusiastic about the opportunity to contribute to [Company/Institution Name] and would appreciate any updates you may have regarding my application review process.

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

Sincerely,

[Your Name]