

# Confirmation Request for Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request confirmation regarding the status of my application for the [specific position or opportunity] submitted on [submission date]. As I am eager to know the outcome, I would greatly appreciate any updates you can provide.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]