

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the progress of my application for the [specific position/program] that I submitted on [submission date]. I am very enthusiastic about the opportunity to join [Company/Organization Name] and contribute to [specific goals or values of the company].

If there are any updates regarding my application status, I would greatly appreciate it if you could share them with me. Thank you for considering my application, and I look forward to your response.

Best regards,

[Your Name]