

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the status of my application for the [specific academic position] at [University/Institution Name].

I submitted my application on [Date of Application] and am keen to learn more about the timeline for decision-making.

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

Sincerely,

[Your Name]

[Your Contact Information]