

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[University/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an update on the status of my sports scholarship application submitted on [Submission Date]. I am very eager to know more about the progress of my application and any further steps I may need to take.

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

Sincerely,

[Your Name]

[Your Sports Discipline]