

Application Progress Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name/Title],

I hope this message finds you well. I am writing to inquire about the status of my application for the [specific position or program] that I submitted on [submission date]. I am very enthusiastic about the opportunity to be a part of [Company/Institution Name] and am eager to contribute my skills to your team.

If you could provide me with any updates regarding my application status, I would greatly appreciate it. Thank you for your time and consideration.

Sincerely,

[Your Name]