

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my application for the [Position/Program Name] submitted on [Submission Date]. I am very enthusiastic about the opportunity to join [Company/Organization Name] and contribute to your team.

Could you please provide any updates regarding my application status? I appreciate the time and effort you invest in reviewing applications.

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

Sincerely,

[Your Name]

[Your Contact Information]