

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

I would greatly appreciate any updates you can provide regarding my application status or the timeline for the next steps in the selection process.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]