Inquiry Regarding Application Evaluation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my application submitted on [submission date] for the [specific program or position name]. I am eager to learn about the evaluation process and any updates that may be available regarding my application.

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

Sincerely,

[Your Name]