

Request for Information on Application Status

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Institution Name]

[Company/Institution 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 for [specific program/position] that I submitted on [submission date]. I am very eager to learn about the progress of the hiring/admissions process.

As I am very enthusiastic about the opportunity to join [Company/Institution Name], I would greatly appreciate any information you can provide regarding my application status. If possible, I would also like to know the timeline for the decision-making process.

Thank you for your attention to my request. I look forward to your prompt reply.

Sincerely,

[Your Name]