

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Status Update on Pending Application

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of my application submitted on [application submission date] for [application type or position/title]. My application reference number is [reference number].

As I have not yet received any updates, I would greatly appreciate it if you could provide me with any information regarding my application's current status. I remain very interested in the opportunity and look forward to hearing from you soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]