

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an update regarding my application for the [position/program name] submitted on [submission date]. I am very eager to learn about the status of my application and the next steps in the selection process.

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

Sincerely,

[Your Name]