

Selection Process Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 inquire about the current status of the selection process for the [specific position] that I applied for on [application date]. I am very enthusiastic about the opportunity to join [Company/Organization Name] and contribute to your esteemed team.

Could you please provide me with an update regarding my application status? I appreciate any information you can share about the timeline for the selection process.

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

Sincerely,

[Your Name]