

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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 status of my application for the [specific position or program name, e.g., BQ program] submitted on [submission date].

I am very enthusiastic about the opportunity to be part of [Company/Organization Name] and am eager to contribute my skills and experiences. If there are any updates regarding my application or additional information you need from my side, please feel free to let me know.

Thank you for your attention to my inquiry. I look forward to your response.

Sincerely,
[Your Name]