

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my CFA exam application submitted on [application submission date]. I wanted to confirm that everything is in order and to inquire about the status of my application.

I appreciate your assistance and any updates you can provide regarding the review process.

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

Sincerely,

[Your Name]

[Your CFA Candidate ID (if applicable)]