

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a review of my application to the [specific program or position] at [Organization Name], submitted on [submission date].

I am eager to contribute to [Organization Name] and believe that my skills in [mention relevant skills or experience] align well with the goals of your organization.

I would greatly appreciate your consideration of my application and any insights you could provide regarding its status. Thank you for your time and attention.

Sincerely,  
[Your Name]