

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

Dear [Recipient Name],

Subject: Application Process for [Position/Program Name]

I hope this letter finds you well. I am writing to inquire about the application process for [specific position/program] at [Company Name]. I would appreciate it if you could provide me with a detailed explanation of the stages involved in the application, including key dates, necessary documentation, and any assessments or interviews that may be required. Understanding this process in detail will help me prepare adequately and ensure that my application stands out.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]