[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]
Subject: Application Verification for [EOS Application Name]
Dear [Recipient's Name],
I hope this letter finds you well. I am writing to formally request the verification of my application for [mention the specific EOS application or program] submitted on [date of application submission].
For your reference, I have included the following details related to my application:
- Full Name: [Your Full Name]
- Application ID/Number: [Your Application ID/Number]
- Date of Birth: [Your Date of Birth]
- Contact Information: [Your Contact Information]
I would appreciate it if you could confirm the status of my application at your earliest convenience. If any additional documentation or information is required, please do not hesitate to contact me.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]