

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on my application for the [specific program/position] submitted on [date of application submission]. I am very enthusiastic about the opportunity to join [Organization's Name] and contribute to [specific goals/projects related to the position].

I would greatly appreciate any updates regarding the status of my application or the next steps in the selection process. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Warm regards,

[Your Name]  
[Your LinkedIn Profile (if applicable)]  
[Optional: Any additional relevant information]