

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding Job Application Status

I hope this letter finds you well. I am writing to inquire about the status of my application for the [Job Title] position, which I submitted on [Submission Date].

I am very enthusiastic about the opportunity to work with [Department/Agency Name] and contribute my skills to your team.

I appreciate any updates you can provide regarding my application status and the hiring process timeline. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]