

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

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

Subject: Follow-Up on [Application Name/Reference Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on my application for [specific position or service] submitted on [submission date]. I am eager to know the current status of my application and any updates regarding the selection process.

I appreciate the time and effort your office dedicates to reviewing applications. I remain enthusiastic about the opportunity to contribute to [specific project or department] and am looking forward to the possibility of discussing my application further.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Designation, if applicable]  
[Your Affiliation, if applicable]