

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a review of my recent application for the [specific position/program] at [Company/Organization Name]. I submitted my application on [submission date] and am eager to ensure that all required materials have been received and that my application is progressing through the review process.

As a brief overview, I am particularly interested in this opportunity because [mention your interest and qualifications related to the position]. I believe that my background in [your field/industry] and my skills in [specific skills] align well with the goals of [Company/Organization Name].

Thank you for considering my request, and I look forward to your response.

Sincerely,
[Your Name]