

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update on the status of my LHS application submitted on [date of application submission].

I understand that the review process can take time, and I appreciate all the effort your team puts into evaluating each application. However, I would be grateful for any updates regarding my application status or the expected timeline for decisions.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]