

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update regarding my application for the Nurse Practitioner Residency Program (NNP) submitted on [Submission Date].

I am very excited about the opportunity to further my career in neonatal nursing and become a part of your esteemed program. If there are any additional materials or information needed to assist with the review process, please let me know.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Credentials, if applicable]