

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of my application for the NNP program, submitted on [submission date]. My application tracking number is [tracking number].

I understand that the review process can be time-consuming, but I would greatly appreciate any updates you may be able to provide regarding my application status.

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

Sincerely,

[Your Name]