

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up regarding my application for the NQF Scholarship, submitted on [submission date]. I am eager to know about the status of my application and any updates you might have.

I am very enthusiastic about the opportunity to further my education and skills through this scholarship. The support would greatly assist me in pursuing my goals in [mention your field of study or professional goals]. Thank you for considering my application. I look forward to hearing from you soon.

Warm regards,

[Your Name]