

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to seek clarification regarding my recent application for the PZ position submitted on [submission date].

I would appreciate any information you could provide on the current status of my application, as well as any updates on the interview process. Additionally, if there are specific areas of my application that require further information or clarification, please do not hesitate to let me know.

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

Sincerely,

[Your Name]