

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my application for the QYC program submitted on [Submission Date]. I am very enthusiastic about the opportunity to contribute to your team and am keen to learn about any updates regarding my application status.

Thank you for considering my application. Please let me know if there are any further materials or information you require from my end.

Looking forward to your response.

Warm regards,

[Your Name]