

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my application for the XDR program submitted on [submission date]. I am very keen to understand any updates or additional information required regarding my application.

I believe that the XDR program aligns perfectly with my goals and expertise, and I am eager to contribute to your team.

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

Sincerely,  
[Your Name]