

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the [specific program/position] at [Company/University Name] submitted on [submission date].

I am very enthusiastic about the opportunity to [mention specific aspects of the program/position that excite you]. I believe that my [mention relevant skills/experience] make me a strong candidate for this role.

I would appreciate any updates you could provide regarding my application status. Thank you for considering my application. I look forward to the possibility of contributing to [Company/University Name].

Warm regards,

[Your Name]