

Sample Follow-up Inquiry Letter Regarding Pending Application

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my application for the [position name or reference number] that I submitted on [submission date]. I remain very interested in the opportunity to join [Company/Organization Name] and would appreciate any updates you could provide regarding the progress of my application.

I understand that the selection process can take some time, and I appreciate your efforts in reviewing all applications. If any additional information or documents are required from my end to facilitate the process, please let me know.

Thank you very much for your time and consideration. I look forward to your response regarding the status of my application.

Sincerely,
[Your Name]

Contact Details for Follow-up:
Email: [your email address]
Phone: [your phone number]