

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request to Company – Has a Decision Been Made on an Employment Application?

Dear :

I submitted an application on {Date} for the position of {position} at {name}. I am writing to know if a decision has been made regarding my application.

I would love to meet with you to discuss my application and my desire to become an employee at {name}. Please contact me if you have any questions regarding this matter. Thank you for your time in this matter.

Sincerely,

N A M E