

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager Name]
[Graduate Recruitment Team]
[Company Name]
[Company Address]

Subject: Follow-up on Registration for [Name of Graduate Scheme]

Dear [Hiring Manager Name/Graduate Recruitment Team],

I am writing to follow up on my registration for the [Year] [Name of Graduate Scheme], which I submitted on [Date].

I remain very interested in the opportunity to join [Company Name] as a graduate trainee. I believe my academic background in [Degree Subject] and my experience in [Relevant Skill/Internship] align well with the objectives of this program.

I understand that the recruitment process takes time, but I would appreciate any update regarding the status of my application or the next steps in the selection process. Please let me know if there are any further documents or information you require from my side.

Thank you for your time and for considering my application. I look forward to hearing from you.

Yours sincerely,

[Your Signature]

[Your Printed Name]