Hi (Recipient's name),  
  
I recently applied for the (job name). I submitted my application on (date).  
  
I’m excited about the opportunity, and I wanted to understand the next stage of the process.  
  
Please confirm that you have received my application and when I can hear about the next steps in the process.  
  
You can contact me on (insert details).  
  
Many thanks,  
(Your name)