

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up on my application for the [Job Title] position I submitted on [Submission Date]. I am very excited about the opportunity to be part of [Company's Name] and contribute to your team with my skills and experience.

I would like to inquire if there have been any updates regarding my application status. If there is any further information I can provide to assist in the hiring process, please feel free to reach out.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]