

Dear [Hiring Manager's Name],

I hope this message finds you well. I wanted to follow up regarding my application for the Executive Assistant position at [Company Name], which I submitted on [Submission Date]. I am very enthusiastic about the opportunity to join your team and contribute my skills in organization and communication.

I am particularly drawn to [specific aspect of the company or role] and believe my background in [briefly mention relevant experience or skills] aligns well with the needs of your organization.

If there are any updates regarding my application status or if you need any further information from my side, please feel free to reach out. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]