

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inquire about the status of the recruitment timeline for the [Job Title] position I applied for on [Application Date].

I am very enthusiastic about the opportunity to join [Company Name] and wanted to follow up to see if there have been any updates regarding the hiring process.

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

Best regards,

[Your Name]

[Your Contact Information]