

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up on my internal application for the [Job Title] position that I submitted on [Submission Date]. I am very enthusiastic about the opportunity to advance my career within [Company Name] and contribute to the team.

I would appreciate any updates you could share regarding the progress of the hiring process and my application status.

Thank you for considering my application. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]