

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to kindly request additional information regarding my application for the [Job Title] position at [Company Name] submitted on [Submission Date].

While I am enthusiastic about the opportunity to join your esteemed company, I would appreciate any updates or details you could provide concerning my application status and the next steps in the hiring process.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]