

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding the [specific title or position] that I expressed interest in on [date of initial inquiry]. I am passionate about this opportunity and would like to know if there have been any updates regarding the status of my application.

Thank you for considering my application. I look forward to the possibility of contributing to your team and am eager to hear from you soon.

Best regards,

[Your Name]