

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Library's Name]
[Library's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the Library Assistant position I submitted on [Submission Date]. I am very enthusiastic about the opportunity to join [Library's Name] and contribute to the community through supporting library programs and assisting patrons.

I understand that the selection process takes time, and I appreciate the effort that goes into reviewing applications. If there is any additional information I can provide to assist in this process, please let me know.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]