

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up on my application for the [Job Title] position that I submitted on [Application Date]. I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team with my skills and experiences.

I wanted to inquire if there have been any updates regarding my application status and if there is any further information I can provide to assist in the hiring process.

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

Sincerely,

[Your Name]