

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to kindly inquire about the status of my job application for the [Job Title] position I submitted on [Date of Application]. I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team.

Could you please provide me with any updates regarding the review process? I appreciate your attention to my application and look forward to any information you can share.

Thank you for your time and consideration.

Sincerely,

[Your Name]