

Dear [Hiring Manager's Name],

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

If possible, I would appreciate any updates regarding the timeline for the hiring process. Thank you for considering my application.

Looking forward to your response.

Best regards,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]