

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 at [Company Name], submitted on [Submission Date]. I am very enthusiastic about the opportunity to join your team and contribute to [mention any relevant aspect of the company or role].

If possible, I would greatly appreciate any updates you might have regarding my application or the hiring process. Thank you for your time and consideration.

Warm regards,

[Your Name]

[Your Phone Number]

[Your Email Address]