

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 inquire about the status of my job application for the [Job Title] position that I submitted on [Submission Date]. I remain very enthusiastic about the opportunity to join [Company's Name] and contribute to your team.

If there have been any updates regarding my application, I would greatly appreciate it if you could let me know. Thank you for your time and consideration.

Looking forward to your response.

Sincerely,

[Your Name]