

Request for Job Application Assessment

Date: [Insert Date]

To,

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to kindly request an assessment of my application for the [Job Title] position submitted on [Submission Date]. I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team with my skills and experiences.

If additional materials or information are needed, please do not hesitate to let me know. I appreciate your time and consideration and look forward to your feedback.

Thank you very much.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]