

Subject: Follow-Up on Job Application - [Your Name]

Dear [Hiring Manager'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, which I submitted on [Submission Date]. I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team.

Since our last communication on [Date of Previous Inquiry], I have been eagerly awaiting an update. If there are any further materials or information I can provide to assist in the decision-making process, please let me know.

Thank you for your time and consideration. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]