

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an expedited review of my job application for the [Position Title] role at [Company Name]. I submitted my application on [Submission Date] and am very eager to contribute to your team.

Given my background in [Your Expertise] and my passion for [Industry/Field], I believe I would bring substantial value to [Company Name]. I am particularly drawn to [Specific Project/Value of the Company] and am enthusiastic about the opportunity to discuss my fit for the position.

If possible, I would greatly appreciate it if my application could be reviewed at your earliest convenience as I am currently involved in other discussions with potential employers. I am very interested in joining [Company Name] and would love the chance to speak with you soon.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]