

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 follow up on my recent job 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.

If there are any updates regarding my application status or if you require any additional documents, please let me know. I appreciate your time and consideration, and I look forward to the possibility of discussing my application further.

Thank you for your attention to my application. I hope to hear from you soon.

Sincerely,

[Your Name]