

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 submit additional documents related to my application for the [Job Title] position at [Company Name], which I submitted on [Original Submission Date].

I have attached [mention the documents, e.g., my updated resume, references, a portfolio, etc.] for your consideration. I believe these documents will provide further insight into my qualifications and experiences that are relevant to the role.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]