

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inquire about the status of my job application for the [Job Title] position that I submitted on [Submission Date]. I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team.

If possible, I would appreciate any updates regarding the timeline for the decision-making process. Thank you for considering my application, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]