

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I hope this message finds you well. I recently applied for the [Job Title] position on [Date of Application] and am very excited about the opportunity to join [Company's Name]. I am writing to kindly request clarification regarding the timeframe for the hiring process.

If possible, I would appreciate any information on when I might expect to hear back regarding my application status or any next steps in the process.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]