

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up on my 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.

I wanted to inquire if there have been any updates regarding the hiring process or if you require any additional information from my side to assist with your decision-making. I am eager to learn more about the role and how I can contribute to the success of [Company Name].

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

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]