

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending my job application contract for the [specific position] that I applied for on [application date]. I remain very enthusiastic about the opportunity to contribute to [Company's Name] and am eager to discuss any potential steps we might take moving forward.

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

Sincerely,

[Your Name]