

Inquiry Regarding Job Application for [Job Title]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inquire about the status of 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 to contribute to your team.

If there are any updates regarding my application or the timeline for the hiring process, I would greatly appreciate your insights.

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

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]