

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 at [Company Name] which I submitted on [Submission Date]. I am very enthusiastic about the opportunity to join your team and contribute [mention any specific skills or experiences].

If possible, could you please provide me with an update on the timeline for the next steps in the hiring process? I appreciate your time and consideration.

Thank you very much!

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]