

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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 at [Company Name], which I submitted on [Submission Date]. I wanted to express my continued interest in the opportunity and inquire about the status of my application.

Since our last correspondence, I have taken further steps to enhance my skills in [specific skills or experiences relevant to the job] and am eager to contribute these to your team. I believe my background in [Your Field/Experience] makes me a suitable candidate for this role.

Thank you for considering my application. I would appreciate any updates you could provide regarding my application status at your earliest convenience. I look forward to the possibility of discussing this exciting opportunity with you.

Warm regards,

[Your Name]