

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding the offer for the [Job Title] position at [Company Name]. I wanted to kindly inquire about the timeline for the acceptance of the offer.

As discussed, I am eager to contribute to your team and would appreciate any updates you can provide regarding the next steps in the process.

Thank you for your time and consideration. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Phone Number]

[Your Email Address]