

Position Update Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 formally request an update regarding the status of my application for the [specific position title] that I interviewed for on [date of interview]. I am very enthusiastic about the opportunity to join [Company's Name] and contribute to the team.

As I have not yet received any communication regarding my candidacy, I wanted to follow up to see if there are any updates on the hiring process. I appreciate your time and consideration, and I look forward to hearing back from you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]