

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 that I submitted on [Submission Date]. I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team.

If there are any updates regarding my application or the hiring process, I would greatly appreciate if you could share them with me. Thank you for your time and consideration.

Looking forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]