

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 submitted on [Submission Date]. I am very enthusiastic about the opportunity to be a part of [Company Name] and would appreciate any updates you could provide regarding my application status.

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

Sincerely,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]