

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 inquire about the status of my application for the [Job Title] position I applied for on [Date of Application]. I am very enthusiastic about the opportunity to join [Company Name] and would like to know if there have been any updates regarding my application.

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]