

Date: [Insert Date]

[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 inquire about the status of my job application for the [Job Title] position, which I submitted on [Submission Date]. I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team.

If there are any updates regarding the review process or if further information is needed from my side, please do not hesitate to let me know.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]