

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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 [Date of Application]. I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team.

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

Warm regards,

[Your Name]