

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Hiring Manager

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding the outcome of my application for the [Job Title] position, submitted on [Submission Date]. I am very eager to understand the status of my application, as I am highly enthusiastic about the opportunity to join your esteemed team.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,
[Your Name]