

John Doe

123 Main Street

City, State, ZIP Code

Email: johndoe@example.com

Phone: (123) 456-7890

Date: [Insert 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 recently applied for the temporary [Job Title] position on [Date of Application] and wanted to follow up on my application status.

I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team with my skills and experiences. I believe my background in [Your Relevant Experience] aligns well with the requirements of the position.

If there is any additional information I can provide or if there are any updates regarding my application, please let me know. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Best regards,

John Doe