

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 wanted to follow up regarding our recent interview on [Interview Date] for the [Position Title] position. I appreciate the opportunity to learn more about [Company's Name] and to discuss how I can contribute to your team.

If there are any updates regarding the decision-making process, I would greatly appreciate any information you could share. Thank you once again for your time and consideration. I look forward to the possibility of working together.

Sincerely,

[Your Name]