

[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 am writing to follow up on my application for the [Job Title] position that I submitted on [Submission Date]. I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team.

Since our last communication, I have been reflecting on how my skills and experiences align with the goals of your organization. I would appreciate any updates you could provide regarding my application status.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Warm regards,

[Your Name]