Follow-Up on Resident Assistant Application

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[University/Organization Name]

[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 Resident Assistant position submitted on [Insert Submission Date]. I am very excited about the opportunity to contribute to [University/Organization Name] and support my fellow residents.

If you need any additional information to assist with the decision-making process, please feel free to reach out. I look forward to the opportunity to discuss my application further.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]