

Subject: Follow-Up on Executive Assistant Position Application

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inquire about the status of my application for the Executive Assistant position I applied for on [Application Date]. I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team.

I would appreciate any updates you might have regarding my application and the timeline for the next steps in the hiring process.

Thank you for your time and consideration. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]