

Follow-Up Letter for Retail Associate Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up on my application for the Retail Associate position at [Company Name], which I submitted on [Submission Date]. I am very enthusiastic about the opportunity to join your team and contribute to the excellent customer service that [Company Name] is known for.

I would like to inquire about the status of my application. I am eager to bring my skills in customer service and sales to your store and would love the chance to discuss my application further.

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]