

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's 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 Research Analyst position I submitted on [submission date]. I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team.

I am eager to bring my skills in [mention specific skills or experiences related to the position] to [Company's Name]. I believe my background in [related field or experience] aligns well with the goals of your team.

If there is any additional information I can provide to assist in the decision-making process, please let me know. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Warm regards,

[Your Name]