

# Follow-Up Letter for Government Job Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Title/Position]

[Department/Agency 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 [Job Title] position that I submitted on [Submission Date]. I remain very interested in the opportunity to join [Department/Agency Name] and contribute to [mention any specific project, goal or value related to the position].

Since submitting my application, I have continued to enhance my skills in [mention relevant skills or experience] which I believe will be beneficial for the role. I would appreciate any updates you may have regarding my application status.

Thank you for your time and consideration. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]