

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my application for the Logistics Coordinator position that I submitted on [submission date]. I am very enthusiastic about the opportunity to contribute to [Company Name] and am eager to learn about any updates regarding my application.

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

Sincerely,

[Your Name]