

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up regarding my application for the Editorial Director position at [Company's Name] that I submitted on [Submission Date]. I am very excited about the opportunity to contribute to your team and to help shape the editorial vision for your esteemed publication.

Having extensive experience in editorial management, along with a passion for storytelling, I believe I would be a great fit for this role. I am particularly excited about [mention any specific project or value of the company that resonates with you], and I would love the chance to discuss how I can contribute to that mission.

Please let me know if there are any updates on my application status. I appreciate your time and consideration, and I look forward to the possibility of discussing my application further.

Thank you once again for your attention.

Sincerely,

[Your Name]