

[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 am writing to follow up regarding the job offer for the [Job Title] position that was extended to me on [Date of Job Offer]. I appreciate the opportunity and am excited about the prospect of joining [Company's Name].

However, I have not yet received the signed offer letter, and I wanted to inquire if there have been any updates on this matter. I am eager to finalize the details and begin preparations for my start date.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,
[Your Name]