

[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 my application for the work experience position at [Company's Name] that I submitted on [Submission Date].

I am very excited about the opportunity to contribute to your team and gain valuable insights while working in [specific field/industry]. I believe my skills in [mention relevant skills or experiences] align well with the goals of your organization.

I would appreciate any updates you could provide regarding my application status. Thank you for your time, and I look forward to hearing from you soon.

Best regards,
[Your Name]