

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding my recent application for the [Job Title/Position] position that I discussed with [Referrer's Name].

I am very enthusiastic about the opportunity to join [Company Name] and contribute my skills in [Your Skills/Experience Related to Job]. I believe my background in [Your Field/Experience] aligns well with the goals of your team.

If there are any updates regarding my application status, I would greatly appreciate your feedback. Thank you once again for considering my application, and I look forward to the possibility of discussing my candidacy further.

Warm regards,
[Your Name]