

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up on my application for the [Job Title] position I submitted on [Date of Application]. I am very enthusiastic about the opportunity to join [Company Name] and contribute to [specific aspect of the company or team].

I believe that my [mention any relevant skills or experiences] would be a great match for your team. I am eager to bring my expertise in [specific skills or experiences related to the job] to [Company Name].

If possible, I would appreciate any updates regarding my application status. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Best regards,

[Your Name]