

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my application for the [Job Title] position that I submitted on [Submission Date]. I am eager to learn about any updates regarding the status of my application and the next steps in the hiring process.

I remain very enthusiastic about the opportunity to contribute to [Department/Organization Name] and believe that my skills in [mention relevant skills/experience] align well with the requirements of the position.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]